

MOSER
DICTATION STUDIES

LYONS AND CARNAHAN

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MOSER
DICTATION STUDIES

by
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LYONS AND CARNAHAN
CHICAGO NEW YORK

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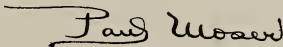
PREFACE

"MOSER DICTATION STUDIES" is designed for use by students who have completed their first study of Munson theory. At this point in their course a review of the important principles is necessary and thorough drill in vocabulary, reading, and writing indispensable. The DICTATION STUDIES provides the material for this work. The exhaustive lists of words illustrating the rules enable students not only to fix the principles firmly in mind, but to acquire a working vocabulary which will meet the exacting requirements of business. The letters both in shorthand and those to be written into shorthand are interesting and modern.

I was greatly encouraged when planning the book by my many high school teacher friends who felt it would meet a long-felt need. In the actual work of the book itself my thanks are due to Mrs. Emsley Cleeton, who read the manuscript and proof. The excellent typing of the book was done by my secretary, Miss Edna Smith.

I am indebted to the "Mail Bag," Prentice-Hall, Inc., Walworth Manufacturing Company, Mr. Henry M. Morse, Chief, Domestic Commerce Division, Department of Commerce, Washington, D. C., Peggy Paige (New York), Mr. Maxwell Droke, The Hoover Company, Barrett-Cravens Company (Chicago), The American Rolling Mill Company (Middletown, Ohio), and many others for permission to use their letters in this DICTATION STUDY.

I shall appreciate deeply any suggestions or criticisms on the book.



Chicago, June, 1925.

*Word-signs are starred in the text.

Vocabulary

Phrases

cashier	→	pestered	↘
*uniform	←	explained	→
street	↙	ordinary	↘
small	↗	*significance	↘
relief	↘	sincerely	↘
frank	↘	collector	→
hard	↘	window	↘

I have no	↘
one way	↘
in person	↘
day after	↘
of what a	↘
by mail	↘
it will be	↘

Read

1

Write into Shorthand

2

E.C. 323

[Handwritten shorthand practice on ruled lines]

Lyons & Company
 1210 Old South Building
 Boston, Massachusetts

Gentlemen:

There's only one way to get rid of the bill collector who calls in person--pay him.

There's only one way to get rid of the fellow who collects by mail--pay him.

There's only one way to get rid of me--pay me.

Just think of what a relief it will be to you to know that from the day after you mail your check you won't be pestered with another "come across" letter from me.

The amount is only \$16. Thanks.

Yours sincerely,

RULE REVIEW: The past tense of a regular verb ending in a Ster-loop is formed by changing the Ster-loop to a St-loop and adding a half-length upward or downward R, as:

foster-ed	<u>b k</u>	fluster-ed	<u>f G</u>	register-ed	<u>l R</u>
pester-ed	<u>p k</u>	cluster-ed	<u>c k</u>	filibuster-ed	<u>l R</u>
#master-ed	<u>m R</u>	plaster-ed	<u>p f</u>	huckster-ed	<u>h k</u>
#muster-ed	<u>m R</u>	blister-ed	<u>b f</u>	upholster-ed	<u>u R</u>
fester-ed	<u>f k</u>	bluster-ed	<u>b f</u>	cloister-ed	<u>c k</u>
bolster-ed	<u>b R</u>	minister-ed	<u>m R</u>	sequester-ed	<u>s k</u>
#roister-ed	<u>r R</u>			administer-ed	<u>a R</u>

LESSON 2

Vocabulary

rendered	<u>r</u>	securities	<u>g</u>
annually	<u>l</u>	*quarterly	<u>q</u>
olients	<u>o</u>	accommodate	<u>l o u t</u>
briefly	<u>b</u>	concerning	<u>c</u>
*describes	<u>d</u>	conservative	<u>c</u>
prefer	<u>p</u>	available	<u>a</u>
bothered	<u>b</u>	investment	<u>i</u>
circular	<u>c</u>	investors	<u>i</u>

Phrases

but it is	<u>b</u>
you will not be	<u>y</u>
if you are	<u>i</u>
in which you are	<u>i</u>
on our	<u>o</u>
we will	<u>w</u>
if you will	<u>i</u>
all our	<u>a</u>

Special forms to get better outlines.

quickly distributed
 market cooperate

may we
 to whom

Read
3

[Handwritten shorthand practice on ruled lines]

Write into Shorthand
4

Mr. E. M. Condon
 12 East 12th Street
 Atlantic, Iowa

Dear Sir:

Thousands of letters to investors each year go into waste-baskets without being read--and they should; but it is a big waste for the houses that send them out.

We do not issue letters broadcast and you will not be bothered by us unless we have an offering that you will surely want if you are in the market.

The enclosed circular briefly but completely describes such an offering--the kind that is quickly distributed among conservative and keen buyers.

Shall we tell you about it the next time an equally good security is available?

Yours very truly,

RULE REVIEW: The past tense of a regular verb ending in a double-length with an N-hook is formed by changing the double-length to a half-length and adding half-length downward R:


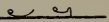

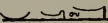



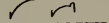


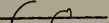







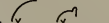
tender-ed counter-ed encounter-ed

LESSON 2 (Con'd)


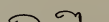







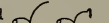
ponder-ed	<u> </u>	plunder-ed	<u> </u>	flounder-ed	<u> </u>
wonder-ed	<u> </u>	winter-ed	<u> </u>	indenture-d	<u> </u>
wander-ed	<u> </u>	launder-ed	<u> </u>	squander-ed	<u> </u>
banter-ed	<u> </u>	blunder-ed	<u> </u>	surrender-ed	<u> </u>
hinder-ed	<u> </u>	slander-ed	<u> </u>	philander-ed	<u> </u>
render-ed	<u> </u>	founder-ed	<u> </u>	calender-ed	<u> </u>
canter-ed	<u> </u>	thunder-ed	<u> </u>	engender-ed	<u> </u>
venture-d	<u> </u>	maunder-ed	<u> </u>	splinter-ed	<u> </u>
pander-ed	<u> </u>	meander-ed	<u> </u>	recounter-ed	<u> </u>

LESSON 3


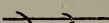

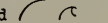



<u>Vocabulary</u>		<u>Phrases</u>
ordered	<u> </u> Alexander	for this purpose <u> </u>
stamped	<u> </u> transactions	he has been <u> </u>
curious	<u> </u> *neglected	from us <u> </u>
learn	<u> </u> merchandise	wasn't <u> </u>
honestly	<u> </u> straightened	was there <u> </u>
envelope	<u> </u> connected	as I <u> </u>
inquiring	<u> </u> assortment	all over the <u> </u>

motor-ed		center-ed		shutter-ed	
enter-ed		letter-ed		flutter-ed	
alter-ed		halter-ed		swelter-ed	
#mature-d		litter-ed		shelter-ed	
fetter-ed		palter-ed		smatter-ed	
welter-ed		loiter-ed		infilter-ed	
		lighter-ed			


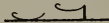





II. "Der"

order-ed		molder-ed		shudder-ed	
border-ed		murder-ed		bewilder-ed	
fodder-ed		sunder-ed		shoulder-ed	
		smolder-ed			

III. "Ther"

mother-ed		wither-ed		weather-ed	
lather-ed		smother-ed		leather-ed	
		slither-ed			

IV. In the following words, the D-stem is used after double-length F or N, as it makes a better outline:

nature-d		nurture-d		feather-ed	
feature-d		father-ed		denature-d	
		further-ed			

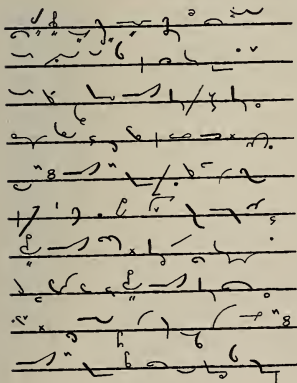
Past tense distinguished from metered.

Vocabulary

fasten	<u>6</u>	fastened	<u>6</u>
holder	<u>6</u>	securely	<u>6</u>
postal	<u>6</u>	garage	<u>6</u>
eye	<u>6</u>	situation	<u>6</u>
easily	<u>6</u>	fishing	<u>6</u>
hinge	<u>6</u>	appearance	<u>6</u>
hook	<u>6</u>	affirmative	<u>6</u>
swing	<u>6</u>	Stanley	<u>6</u>
above	<u>6</u>	pictures	<u>6</u>

Read

7

Phrases

very little	<u>6</u>
we are not	<u>6</u>
it will be	<u>6</u>
whether or not	<u>6</u>
you will see	<u>6</u>
we can tell	<u>6</u>
in our	<u>6</u>
when a	<u>6</u>
about it	<u>6</u>

Write into Shorthand

8

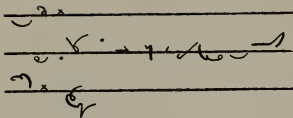
Mr. John Stetson
New Britain, Connecticut

Dear Sir:

It will be very handy some cold night to step out of your car, open the garage doors, jump back into the car and roll right into the garage. Pull the handle and the doors are closed again.

No fussing with a squeaky hinge, no fishing around for a hook to fasten the doors with. The doors swing on Stanley Hinges and are held back by the Stanley Garage Door Holder.

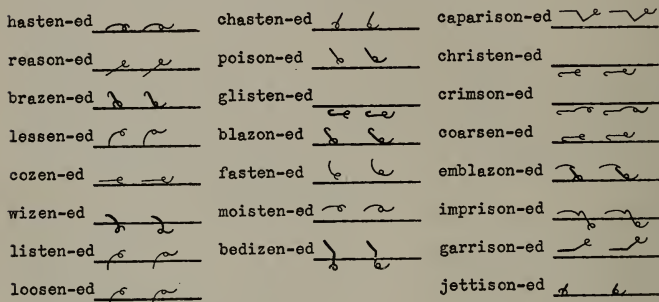
Whether or not you use Stanley Garage Hardware, three points should be carefully considered. Will the



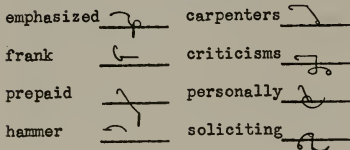
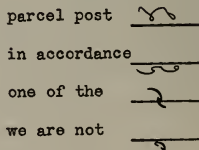
doors swing easily? Will they close weather tight? Will the hardware add to the appearance of the garage? We know Stanley Garage Hardware will answer all these questions in the affirmative. Prove it for yourself.

Yours very truly,

RULE REVIEW: The past tense of a regular verb ending in a final N-curl is formed by changing the curl to a half-length N-stem:



LESSON 5

VocabularyPhrases

approval *suggestions
 mutual postoffice
 mentioned *particularly

bear in mind
 that will be
 according to the

Read
9

Write into Shorthand
10

Mr. Claude Miner
 Joplin, Missouri

Dear Mr. Miner:

We are sending you by parcel post prepaid a Plumb Claw Hammer. This hammer we are pleased to give you free of charge in return for sending us answers to the questions on the enclosed blank from the six carpenters including yourself, in accordance with our mutual agreement.

Try this hammer out, noting particularly the points emphasized on the question blank enclosed. Then fill out one of the blanks. Show the hammer to five of your carpenter friends and have each of them answer the questions and sign the blank. Then mail the six blanks that have been filled out back to us in the enclosed stamped envelope. Ten blanks are enclosed in case some are spoiled.

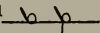
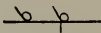
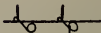
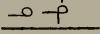
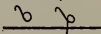
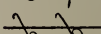
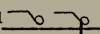
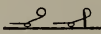
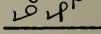

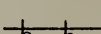
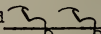
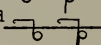
Please bear in mind that we are not soliciting praise or approval of this hammer, but that we want your frank opinion of the various features mentioned on the question blank and any further suggestions you can make for its improvement or criticisms of any point about it that you do not think is right. We want your help in

[Handwritten shorthand practice on ruled lines]

designing a hammer that will be best fitted for a carpenter's needs.



















Yours very truly,

RULE REVIEW: The past tense of a regular verb ending in a Ses-circle is formed by adding a D or T-stem:










obsess-ed		possess-ed		dispossess-ed	
excise-d		process-ed		prepossess-ed	
capsize-d		exercise-d		ostracize-d	
recess-ed		decease-d		emblematicize-d	
		criticize-d			













LESSON 6

Vocabulary

private		hesitated	
* similar		connection	
commence		*beginners	
start		cultivation	
starter		*financial	
* frequent		swelling	
stamped		*advantage	
* degree		gardening	
* regular		ambitious	

Phrases

bank account	
their own	
your own	
large or small	
as it is	
some time ago	
quite a while	
what is the	
six per cent	

thrift		worthwhileness		a great deal	
valuable		patronage		assure you	
devote		intervals		we may be able to	
assist		intention		point of view	

Read

11

Write into Shorthand

12

Mr. Mark B. Scott
Cedar Falls, Iowa

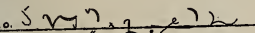
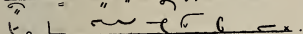
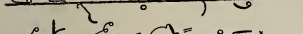
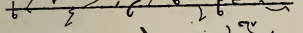
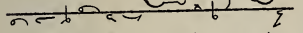
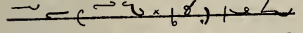
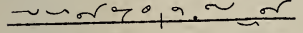
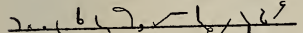
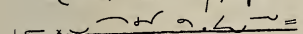
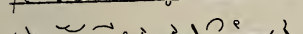
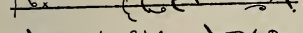
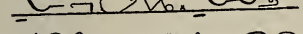
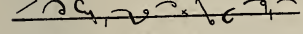
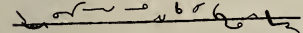
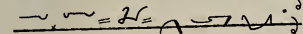
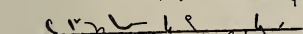
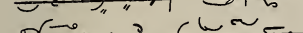
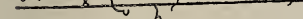
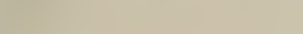




Dear Mr. Scott:

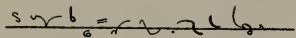
Some time ago you decided to take advantage of our Cumulative Bond Purchase Plan. You have not carried out to your advantage the details of this plan, in that you have not made a deposit for quite a while.


What is the difficulty? Why not come in and talk it over? We may be able to assist you.

As you surely realize--this plan of saving is 100 per cent more attractive than any other known method for accumulating money to invest in high-grade bonds. We are paying you now six per cent interest on your accumulated savings, and you are losing a great deal by letting your original intention to deposit your savings at regular, frequent intervals stop short.

I urge you to start today in swelling your cumulative account by sending in a deposit. Use the enclosed stamped envelope.

s.o. 







































































I thank you for your past patronage and assure you we desire to serve you in this matter.

Yours very truly,

RULE REVIEW: I. When the present tense of a regular verb ends in a half-length, the past tense is regularly formed by changing the half-length to a full length and adding half-length T or D, as: act acted report reported indicate indicated .

II. Where the past tense ends in half-length T, D, or W, however, the past tense is formed by changing the half-length to a full length stem and disjoining half-length T or D; this is necessary because there would be no angle between the stems if joined:

tided		militated		expatriated		accommodated	
obtruded		validated		constituted		straightened	
credited		filtrated		palpitated		remonstrated	
intruded		protruded		maltreated		concentrated	
betided		tightened		extradited		confederated	
deadened		irritated		instituted		substituted	
radiated		annotated		repudiated		demonstrated	
tooted		entreated		mistreated		facilitated	
edited		meditated		accredited		capacitated	
dieted		forwarded		penetrated		discredited	
dreaded		intreated		liquidated		invalidated	

rotated		irritated		gravitated		precipitated	
tatted		levitated		debilitated		incapacitated	
imitated		tattooed		decapitated		infiltrated	
trotted		misstated		habilitated		dilapidated	
doubted		amputated		elucidated		repatriated	
deeded		persuaded		perpetrated		necessitated	
awarded		dictated		intimidated		consolidated	
dated		hesitated		quadrated		premeditated	
traded		thwarted		retreated		resuscitated	
treated		restated		expedited		felicitated	
touted		titrated		antedated		decrepitated	
rewarded		inundated		devastated		rehabilitated	

LESSON 7

Vocabulary

traffic		pedestrian	
street		automobile	
person		valuable	
human		*contingency	
common		obligation	
thieves		property	

Phrases

the other	
you take care of	
it is not only	
if you're	
if you want	
out of your	

season	<u> </u>	*insurance	<u> </u>
riders	<u> </u>	individual	<u> </u>
worry	<u> </u>	unquestioned	<u> </u>
renewal	<u> </u>	consistent	<u> </u>
insured	<u> </u>	strength	<u> </u>
freedom	<u> </u>	absolute	<u> </u>

is a	<u> </u>
must be	<u> </u>
he'll	<u> </u>
when you have a	<u> </u>
you are	<u> </u>
out of a	<u> </u>

Read
13

Write into Shorthand
14

Mr. Charles Sears
Lake Forest, Illinois

Dear Sir:

Spring is here--the automobile season!

Joy riders, thieves, fires, accidents need not worry you, if you consult us on your insurance. Our service means:

1. Your policies correctly written.
2. Adapted to your individual needs.
3. Companies of unquestioned strength.
4. The lowest rate consistent with safety.







































If you want absolute freedom from loss, peace of mind and real enjoyment out of your car, insure it with an agent who stands back of his policies and stands back of you when you have a claim.

Sign the enclosed card--if you're now insured indicate the renewal date --and post it now.

















Cordially yours,

[Handwritten shorthand practice on ruled lines, including the words "Mr. Charles Sears" and "Dear Sir:"]









RULE REVIEW: The phrase "the other" is indicated by double-lengthening the stem Dh:

all the other		after the other	
and the other		all of the other	
as the other		along the other	
at the other		among the other	
but the other		as good as the other	
by the other		as long as the other	
can the other		as soon as the other	
for the other		as to the other	
from the other		on the other hand	
if the other		on the other part	
in the other		on the other side of the case	
of the other		more than the other	
or the other		on the other side of a	
over the other		on the other side of their	
than the other		one way or the other	
that the other		since the other	
the other day		the other side of your	
the other side		with all the other	
when the other		in all the other	

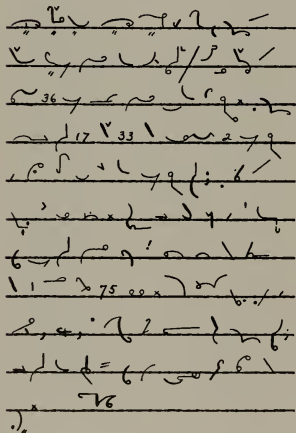
Vocabulary

women		lavender	
French		colored	
yard		inserting	
woman		effective	
Easter		picoted	
owner		yardage	
hemmed		housewife	
spreads		*consequence	

Phrases

one or another	
do you know	
at one	
at the other	
which are	
from our own	
we've been	
more than that	

Read
15



Write into Shorthand
16

Buck Department Store
11 West Jefferson Street
Rhineland, Wisconsin

Gentlemen:

We've been in business for more than thirty-two years--making bed spreads, both white and colored. But more than that, we've been studying the ins and outs of the business, not only from our own viewpoint, but also from yours and that of the housewife.

The consequence is that the Stevens line includes bed spreads to suit the owner of the humblest cottage --to delight the lady who resides in a mansion--a Stevens Spread for every bed.





















































That means that every woman who enters your store is a direct prospect

for one or another of Stevens Bed Spreads.

Send now for list of free selling helps and be sure you have on hand a big and varied stock of Stevens Bed Spreads.

Yours very truly,

RULE REVIEW: The syllables "n-ter," "n-ther," or "n-der" after a straight or curved consonant are indicated by double-lengthening with an N-hook. (See also list under past tense, Lesson 2.)

candor		seconder		signature		rejoinder	
asunder		demander		calendar		supplanter	
vendor		joinder		reminder		wonderful	
slander		chanter		remainder		tenderfoot	
pointer		cylinder		furniture		frequenter	
janitor		offender		guarantor		ornamenter	
grantor		decanter		contender		progenitor	
slender		lavender		ponderous		salamander	
planter		patentor		absconder		counterfeit	
shunter		fomenter		carpenter		debenture	
spender		splendor		enchanter		countersign	
grinder		jointure		suspender		countermand	
panther		levanter		pretender		countermarch	

VocabularyPhrases

hotel		understand	
*regular		traveling	
around		acquaintance	
*usual-ly		personally	
frankly		employees	
stamped		predicament	
whether		Milwaukee	
patrons		indications	
perhaps		reversed	
reorder		courtesy	
envelope		merchandise	

in any way	
that's all	
we wonder	
three or four	
you are not	
on the back of	
I wondered	
it is a	
if there is	
I'd	
whether you are	

Read
17

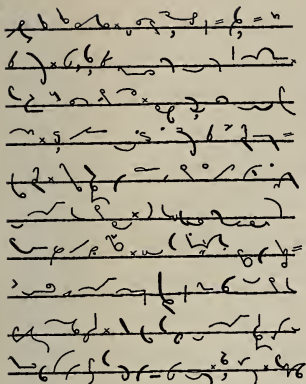
Write into Shorthand
18

Mr. A. O. Slaughter
Webster City, Iowa

Dear Mr. Slaughter:

Looking over our records today, I noticed that you bought from us on June 5, but we have not heard from you since. The more I looked at that record, the more I wondered what was the matter.

Usually when a man buys our merchandise he becomes a "repeat customer." If he does not reorder soon, it is a sign that he is not getting all the advantages that we can give him.



Finally I decided to drop a line to ask whether you are willing to tell me personally, frankly, just what the trouble has been--whether there is anything we haven't done that we should have and whether there is anything we can do now to get you back on our list of customers. If there is, we surely want to know it.

Just tell me frankly--man to man. I'd count it a real help to have your plain opinion--and if our positions were reversed, you know I would do the same for you.

Stamped return envelope is enclosed. Thanks for your courtesy in replying at once.

Very truly yours,

RULE REVIEW: The following words are good illustrations of the principle that "ter," "ther," "der," etc., are added to curved stems by doubling. (See also Lesson 2.)

laughter		consultor		altercation		calumniator	
builder		ruminator		alleviator		expostulator	
metric		mutilator		designator		illuminator	
internal		privateer		machinator		accumulator	
cremator		defrauder		underneath		amphitheater	
lifter		nominator		enumerator		introspection	
filter		fraternal		understudy		transmitter	
armature		intercede		aldermanic		*interrogatory	

futurity	interdict	legislator	undergraduate
interest	intervene	transmuter	underwriter
undergo	barometer	undertaker	annihilator
melter	permitter	cultivator	capitulator
elevator	excavator	fascinator	recriminator
exalter	numerator	declinator	manipulator
whether	immolator	originator	exterminator
aviator	eccentric	abominator	denominator
igniter	introduce	translator	abbreviator
absenter	interrupt	interurban	intercession
ammeter	interview	interloper	international
mature	undersell	underlying	underestimate
interim	preemptor	understand	annunciator
inviter	premature	delineator	congratulator
collator	locomotor	eliminator	regenerator
confuter	preventer	defaulter	denunciator
oyster	alternate	negotiator	impersonator
nitrogen	intrinsic	Gibraltar	introductory
saluter	garniture	interpret	interpolate
violator	intercept	interlude	vaticinator
shifter	interfere	undermine	conglutinator
spelter	underwear	understate	thermometer

entire		underhand		undergrowth		interpretation	
entirely		undertone		interstice		undercurrent	
inflator		intersect		underground		underpinning	
Easter		forwarder		anthracite		intersection	
bolder		miniature		*interchange		*interchangeable	
valuator		alienator		intersperse		intervention	
resenter		interval		oscillator		introduction	
gilder		surfeiter		underwrite		centerpiece	
prompter		climature		stipulator		eccentricity	
porter		innovator		immaterial		counterfeiter	
aster		immature		theatrical		centripetal	
boulder		simulator		germinator		peregrinator	
smelter		spoliator		curvature		interruption	
enthral		insulator		comforter		peradventure	
invader		commander		detonator		chronometer	
isolator		venerator		metropolis		conjuncture	
promoter		adventure		vaccinator		stockholder	
border		serenader		ventilator		metropolitan	
matter		cathedral		stimulator		galvanometer	
deserter		interpose		Cinderella		capitulator	
revolter		generator		intercourse		procrastinator	
polluter						nitroglycerine	

<u>Vocabulary</u>		<u>Phrases</u>	
cease	recently	unless it	
apparel	*satisfaction	we have done	
assured	merchants	if there is anything	
deposit	reliability	bring the matter	
article	transaction	we hope you will	
genuine	merchandise	the other day	
store	fulfills	that there is	
garment	*responsibility	let us make	

Read
19

Write into Shorthand
20

Handwritten shorthand practice on ruled lines, corresponding to the vocabulary words in the table above. The shorthand is written in a cursive style with various symbols and flourishes.

Mr. Robert Winters
112 Barnum Street
Ishpeming, Michigan

Dear Mr. Winters:

Our records show that you bought a suit from us recently. Our interest did not cease when you made the purchase.

It is our desire to see that this garment gives you real service and satisfaction--we will not feel that we have done our duty as merchants unless it does.

We are writing you now to ask if this suit is giving you satisfaction. If there is anything wrong, we hope you will bring the matter to our attention and let us make things right.

Very truly yours,



































































RULE REVIEW: I. The "n" in "trans" is indicated by an N-stem when "trans" is followed by stems T, D, F, V, or N:

transcend	<u>le</u>	transcendent	<u>le</u>	transcendency	<u>ley</u>
transferred	<u>le</u>	transcendence	<u>le</u>	transcendible	<u>ley</u>
transfer	<u>le</u>	transferring	<u>le</u>	transference	<u>le</u>
transfix	<u>le</u>	transferable	<u>le</u>	transformable	<u>le</u>
transform	<u>le</u>	transferrer	<u>le</u>	transcendently	<u>ley</u>
transfuse	<u>le</u>	transfigure	<u>le</u>	transcendental	<u>ley</u>
transfuser	<u>le</u>	transfusion	<u>le</u>	transcendentalist	<u>ley</u>
transit	<u>le</u>	transfusible	<u>le</u>	transcendentally	<u>ley</u>
transitive	<u>le</u>	transitively	<u>le</u>	transfiguration	<u>le</u>
transitory	<u>le</u>	transfusive	<u>le</u>	transformation	<u>le</u>
transude	<u>le</u>	transversely	<u>le</u>	transformative	<u>le</u>
Transvaal	<u>le</u>	transitorily	<u>le</u>	transitiveness	<u>le</u>
transverse	<u>le</u>	intransitive	<u>le</u>	transitoriness	<u>le</u>
transversal	<u>le</u>	transudation	<u>le</u>	intransitively	<u>le</u>
transformer	<u>le</u>			transcendentalism	<u>le</u>

II. In all other cases the "n" in "trans" is omitted:

# transition	<u>le</u>	# transitional	<u>le</u>	transatlantic	<u>le</u>
transact	<u>le</u>	transgressor	<u>le</u>	transcaucasia	<u>le</u>
transactor	<u>le</u>	translatable	<u>le</u>	transcontinental	<u>le</u>

Special forms--"n" not omitted.

transcribe		translucence		transcription	
transcript		translucency		transgression	
transept		transmigrate		transgressive	
transeptal		transmigrant		transliterate	
transgress		transmission		translucently	
translate		transmittal		transmigrator	
translunar		transmissive		transmissible	
translator		transmitter		transmittible	
transmit		transmontane		transmittance	
transmute		transmutation		transcriptional	
transmuted		transmutative		transparently	
transmuter		transmutable		transgressible	
transom		transparent		transgressingly	
transpire		transpierce		transgressively	
transplant		transporter		transliteration	
transport		transparency		transmigration	
transpose		transpiration		transportingly	
transposer		transplanting		transmigratory	
transposal		transposable		transparentness	
transaction		Transylvania		transplantation	
transalpine		transparence		transportability	
transcriber		transplanter		transportation	

translation <u> </u>	transplendent <u> </u>	transpositional <u> </u>
translucent <u> </u>	transposition <u> </u>	transubstantiate <u> </u>
transmarine <u> </u>	transportable <u> </u>	*transubstantiation <u> </u>

LESSON 11

Vocabulary

Phrases

envelope <u> </u>	involved <u> </u>	Southern States <u> </u>
*whenever <u> </u>	stenographer <u> </u>	one of these <u> </u>
farmers <u> </u>	cooperation <u> </u>	not only <u> </u>
likely <u> </u>	directory <u> </u>	may we <u> </u>
locality <u> </u>	prominent <u> </u>	are there <u> </u>
stamped <u> </u>	operators <u> </u>	but will <u> </u>
seconds <u> </u>	courtesy <u> </u>	most likely <u> </u>
golf <u> </u>	compiling <u> </u>	and I will be glad <u> </u>

Read

21

Write into Shorthand

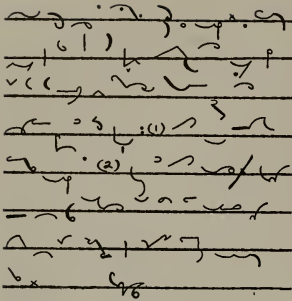
22

Mr. Frank A. Robinson, Cashier
First National Bank
Muscatine, Iowa

Dear Sir:

May we ask a favor of you with the understanding that we will most gladly return it whenever we are given the opportunity?

[Handwritten shorthand practice on ruled lines]



We want to know the names and addresses of the more prominent business farmers and fruit growers in your locality with 100 acres or more, and the larger saw mill operators. There is not a long list of them, we assume, and if you will have your stenographer list them for us at the bottom of this letter, and return in the enclosed stamped envelope, we will not only appreciate it but will pay for the time and trouble involved, if you say the word.

Thanking you for your cooperation,
we are

Yours very truly,

RULE REVIEW: The syllable "in," "en," or "un" is indicated by an initial N-curl inside of the large L-hook on curved stems. This is because the L-hook would be hard to show on F after an N-stem in rapid writing:

inflect		unfledged		involuntary	
inflict		inflective		unflattering	
invalid		inflexible		inflammatory	
involved		inflexibly		inflammation	
involve		infliction		invulnerable	
envelope		invalidate		invulnerability	
unvalued		invalidity		invulnerably	
inflamm		involution		unflourishing	
inflator		involvement		unfluctuating	

inflow	<u> c </u>	unflinching	<u> c </u>	inflammability	<u> c </u>
influx	<u> c </u>	inflection	<u> c </u>	inflammableness	<u> c </u>
inflate	<u> c </u>	unflustered	<u> c </u>	inflexibleness	<u> c </u>
inflicted	<u> c </u>	unflagging	<u> c </u>	inflexibility	<u> c </u>
inflated	<u> c </u>	invaluable	<u> c </u>	inflorescence	<u> c </u>
influenza	<u> c </u>	inflammable	<u> c </u>	involuntarily	<u> c </u>
inflation	<u> c </u>	envelopment	<u> c </u>	invulnerableness	<u> c </u>

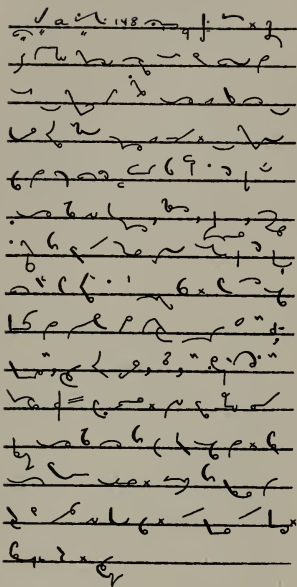
LESSON 12

VocabularyPhrases

instruct	<u> c </u>	preparation	<u> c </u>	like to have your	<u> c </u>
permanent	<u> c </u>	preparing	<u> c </u>	which will	<u> c </u>
draftsmen	<u> c </u>	employees	<u> c </u>	ought to be	<u> c </u>
quantity	<u> c </u>	machinists	<u> c </u>	well acquainted	<u> c </u>
foremen	<u> c </u>	apprentices	<u> c </u>	we like	<u> c </u>
material	<u> c </u>	pamphlets	<u> c </u>	we're not	<u> c </u>
courtesy	<u> c </u>	secretary	<u> c </u>	we hope you'll be willing	<u> c </u>
*quality	<u> c </u>	acquainted	<u> c </u>	who have	<u> c </u>
around	<u> c </u>	toolmakers	<u> c </u>	we wish you would	<u> c </u>

Read

23

Write into Shorthand

24

Mrs. Charles E. Walton
Red Wing, Minnesota

Dear Mrs. Walton:

We are going to ask a favor of you:

You are well acquainted in Red Wing, we understand--you know almost everybody around that section.

Now, we have a mailing list of good people we like to write to when there is something of very special interest going on.

We're not so sure, however, that this list is exactly correct so we've enclosed it and we hope you'll be willing to cross off the names of people who have moved and on the blank sheet we wish you would add some families who ought to be on.








































If you haven't the time perhaps you have a friend who would be able to give this her attention.

We will greatly appreciate this courtesy.

Very truly yours,











RULE REVIEW: The initial N-curl is used for the sound of "in," "en," or "un" before an S-circle covering an R-hook. This avoids the awkward "back turn" which the use of the N-stem would necessitate:

unstrained γ unscratched α7 instrumentality γo






unstring		instruction		unscriptural	
unstrung		inseparable		instrumental	
instructor		instructive		instructress	
unscrew		instrument		instructional	
instruct		*inscription		instrumentation	
*inscribe		inscrutable		unscrupulous	
*inscribed		insecurity		inscrutability	
inspiring		insuperable		*inexperienced	
inspire		unsprinkled		insuppressible	
inspirer		unspiritual		insuppressive	
inspired		unstretched		inscrutableness	
unstrapped		inspiration		inseparableness	
unsoldered		unscrambled		in consideration	

LESSON 13

Vocabulary

*welcome		unsurmountable	
builder		*architect	
learned		cooperation	
ability		*peculiar	
cheaply		conscientious	

Phrases

due to the fact	
on the other hand	
that you are	
in all others	
on our part	

spirit	<u> </u>	*describe	<u> </u>	our own	<u> </u>
stamped	<u> </u>	concerning	<u> </u>	you must know	<u> </u>
profit	<u> </u>	naturally	<u> </u>	a great deal	<u> </u>
fortune	<u> </u>	*inexperienced	<u> </u>	if there is any	<u> </u>
envelope	<u> </u>	watchfulness	<u> </u>	in the matter	<u> </u>
realize	<u> </u>	*influenced	<u> </u>	you should not be	<u> </u>

Read

25

Write into Shorthand

26

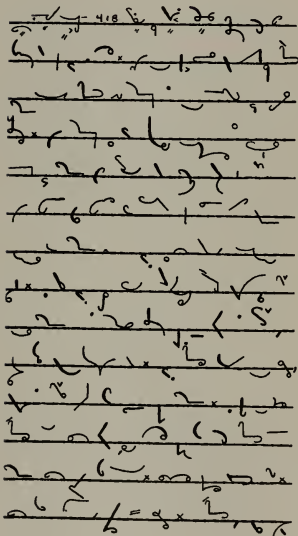
Mr. S. W. Wright
Quincy, Illinois

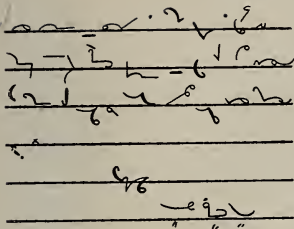
Dear Mr. Wright:

We have not heard from you or from your architect in regard to the opportunity of building your house. While it may be trespassing too far upon your good nature, we are naturally anxious to know why.

There may be good and satisfactory reasons why you should not be influenced by our attempt to lay our claims before you. These reasons may have nothing to do with us. On the other hand, they may have a great deal to do with us. We may have given an unsatisfactory impression. If there is any point we have not covered in the matter we have just sent you, we would be glad to do so.

On the other hand, if we have made a good case and presented ourselves well but there are unsurmountable reasons not concerning us which have led





you to decide differently, well and good. That is the fortune of business.

In the hope, however, that even if you cannot consider us for your building job, you might be willing to do us the favor of telling us why, we are enclosing a stamped and addressed envelope. It may be that what you write will help us, and for that help we give you our thanks in advance.

Yours very truly,

RULE REVIEW: The syllable "in," "en," or "un" is indicated by an N-curl before a circle on M, Lee, R, Ish, and W to avoid the "back turn" necessary if the N-stem were used.

I. Circle on M.

insomnia unseemly unsmiling *unsympathetic
 inasmuch in some unsmirched unsymmetrical

II. Circle on R.

unsurmounted unceremonious unceremoniously
 unsurmountable

III. Circle on Ish.

insatiable unsociable unselfish unselfishness

IV. Circle on W.

unswayed *unsworn unswerving unswervingly

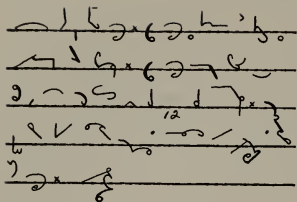
V. Circle on Lee.

unsalted unalable unsalaried unsllothful

unsold	<u>s</u>	unsolved	<u>s</u>	unslacked	<u>s</u>	unselected	<u>s</u>
insole	<u>s</u>	insolate	<u>s</u>	unsullied	<u>s</u>	unsolicited	<u>s</u>
insular	<u>s</u>	insolent	<u>s</u>	insolvable	<u>s</u>	insolation	<u>s</u>
insult	<u>s</u>	insolence	<u>s</u>	insolvent	<u>s</u>	insalutary	<u>s</u>
ensilage	<u>s</u>	uncoiled	<u>s</u>	insolvency	<u>s</u>	enslavement	<u>s</u>
enslave	<u>s</u>	insulate	<u>s</u>	insulator	<u>s</u>	insulation	<u>s</u>
unseal	<u>s</u>	insoluble	<u>s</u>	insularity	<u>s</u>	unsoldierly	<u>s</u>
unslumbering	<u>s</u>	insalubrious	<u>s</u>	insolubility	<u>s</u>		

STATES OF THE UNITED STATES

Alabama	<u>1</u>	Louisiana	<u>2</u>	Ohio	<u>3</u>
Arizona	<u>2</u>	Maine	<u>3</u>	Oklahoma	<u>4</u>
Arkansas	<u>3</u>	Maryland	<u>4</u>	Oregon	<u>5</u>
California	<u>4</u>	Massachusetts	<u>5</u>	Pennsylvania	<u>6</u>
Colorado	<u>5</u>	Michigan	<u>6</u>	Rhode Island	<u>7</u>
Connecticut	<u>6</u>	Minnesota	<u>7</u>	South Carolina	<u>8</u>
Delaware	<u>7</u>	Mississippi	<u>8</u>	South Dakota	<u>9</u>
District of Columbia	<u>8</u>	Missouri	<u>9</u>	Tennessee	<u>10</u>
Florida	<u>9</u>	Montana	<u>10</u>	Texas	<u>11</u>
Georgia	<u>10</u>	Nebraska	<u>11</u>	Utah	<u>12</u>
Idaho	<u>11</u>	Nevada	<u>12</u>	Vermont	<u>13</u>
Illinois	<u>12</u>	New Hampshire	<u>13</u>	Virginia	<u>14</u>



me the desired information.

It is the Self-Cooling Refrigerator with the motor attachments that we are interested in at the present time. If you can send to me illustrated cuts of the article which you make with the engine connected thereto, I shall be very glad.

Yours truly,

RULE REVIEW: The prefix "self" is indicated by an S-circle on the line; the remainder of the word is written in its own position after and near the circle:

self-binder		self-conceit		self-abnegation	
self-command		self-conceited		self-complacent	
self-control		self-confident		self-complacency	
self-defense		self-conscious		self-consistent	
self-denial		self-contained		self-confidence	
self-esteem		self-devotion		self-consistency	
self-love		self-cooling		self-contradiction	
self-made		self-denying		self-contradictory	
self-respect		self-evident		self-examination	
self-same		self-evidence		self-government	
self-starter		self-existence		self-induction	
self-will		self-existent		self-inductive	
self-willed		self-interest		self-possession	

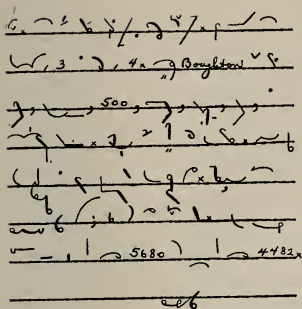
self-help	<u>o</u>	self-reliance	<u>o</u>	self-possessed	<u>o</u>
self-pity	<u>o</u>	self-reliant	<u>o</u>	self-sufficient	<u>o</u>
self-styled	<u>o</u>	self-righteous	<u>o</u>	self-sufficiency	<u>o</u>
self-support	<u>o</u>	self-sacrifice	<u>o</u>	self-indulgence	<u>o</u>
self-taught	<u>o</u>	self-centered	<u>o</u>	self-opinionated	<u>o</u>
selfish	<u>o</u>	self-important	<u>o</u>	self-protection	<u>o</u>
unselfish	<u>o</u>	self-recording	<u>o</u>	self-registering	<u>o</u>
selfishness	<u>o</u>	self-reproach	<u>o</u>	self-regulating	<u>o</u>
self-praise	<u>o</u>	self-restraint	<u>o</u>	self-sustaining	<u>o</u>
		self-preservation	<u>o</u>	self-explanatory	<u>o</u>

LESSON 15

VocabularyPhrases

birds	<u>o</u>	magnificent	<u>o</u>
modest	<u>o</u>	actually	<u>o</u>
asset	<u>o</u>	hesitate	<u>o</u>
Stilson	<u>o</u>	pinochle	<u>o</u>
wronch	<u>o</u>	landlord	<u>o</u>
wheels	<u>o</u>	certainly	<u>o</u>
Ford	<u>o</u>	*citizens	<u>o</u>
*object	<u>o</u>	perfectly	<u>o</u>

it will be	<u>o</u>
who will make a	<u>o</u>
and that I may be	<u>o</u>
as well as	<u>o</u>
why not	<u>o</u>
less than	<u>o</u>
if you are	<u>o</u>
what you want	<u>o</u>



will indicate on the enclosed card about what style, size and location you desire, we will lend our efforts to find just what you want, and not bother you until we think we have it. Then, if it is not satisfactory, we will continue our search with a better knowledge of your desires.

If we cannot find just what you want for a home, we will tell you so frankly and, of course, you will be under no obligations whatever.

May we serve you?

Yours very truly,

RULE REVIEW: The prefix "magne," "magna," or "magni" is indicated by an M-stem disjoined over the remainder of the word:

magnet	<u>T</u> <u>ov</u> <u>~</u>	magnetist	<u>T</u> <u>~</u>	Magna Charta	<u>T</u> <u>~</u>
magnate	<u>T</u> <u>ov</u> <u>~</u>	magnanimity	<u>T</u> <u>~</u>	magnanimously	<u>T</u> <u>~</u>
magnesia	<u>T</u> <u>~</u>	magnanimous	<u>T</u> <u>~</u>	magnetical-ly	<u>T</u> <u>~</u>
magnesium	<u>T</u> <u>~</u>	magnetize	<u>T</u> <u>~</u>	magnetization	<u>T</u> <u>~</u>
magnetics	<u>T</u> <u>~</u>	magnifical	<u>T</u> <u>~</u>	magnificent	<u>T</u> <u>~</u>
magnetism	<u>T</u> <u>~</u>	magnificat	<u>T</u> <u>~</u>	magnificence	<u>T</u> <u>~</u>
magnetic	<u>T</u> <u>~</u>	magnifier	<u>T</u> <u>~</u>	magnetometer	<u>T</u> <u>~</u>
magneto	<u>T</u> <u>~</u>	magnifying	<u>T</u> <u>~</u>	magnificently	<u>T</u> <u>~</u>
magnific	<u>T</u> <u>~</u>	magnetician	<u>T</u> <u>~</u>	magniloquence	<u>T</u> <u>~</u>
magnify	<u>T</u> <u>~</u>	magnetizer	<u>T</u> <u>~</u>	magniloquent	<u>T</u> <u>~</u>
magnitude	<u>T</u> <u>~</u>	magnifiable	<u>T</u> <u>~</u>	magnification	<u>T</u> <u>~</u>

Vocabulary

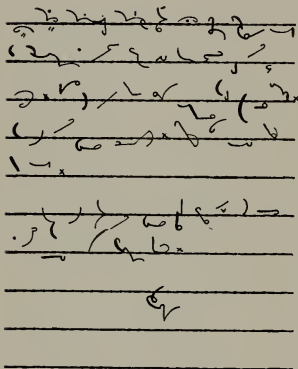
ordered	<u>h</u>	reimburse	<u>rh</u>
original	<u>g</u>	possession	<u>b</u>
prepaid	<u>f</u>	separately	<u>v</u>
balance	<u>g</u>	phonograph	<u>wh</u>
arrive	<u>l</u>	notifying	<u>rh</u>

Phrases

perhaps they are	<u>g</u>
parcel post	<u>rh</u>
the other	<u>l</u>
cost you	<u>wh</u>
we are very sorry	<u>rh</u>

Read

33

Write into Shorthand

34

Mr. Fred Ramsey
Rome, New York

Dear Sir:


By parcel post, prepaid, we have mailed you today, one winding arm and record platform, to replace those that failed to arrive in your recent shipment.

The originals were, doubtless, packed with the box that contained the balance of your shipment. When they arrive, kindly return them to us by parcel post, notifying us what it cost you to do so and we will reimburse you. The opportunity you have given us to make things right with you is very much appreciated.

Very truly yours,

RULE REVIEW: Initial "r" is written downward before M or H even though "r" is the first sound, in order to avoid a poor or indistinct joining:

ram	<u>h</u>	remain	<u>rh</u>	rambling	<u>rh</u>	remeasure	<u>rh</u>
ramble	<u>rh</u>	remand	<u>rh</u>	*remember	<u>rh</u>	remuneration	<u>rh</u>

ramify		*remark		reminder		remainder	
ramp		remedy		renitter		ramshackle	
ramrod		remind		romantic		*remarkable	
remake		remiss		remodify		*remembrance	
rean		remnant		ruminate		remittance	
renit		remise		remarry		remission	
rhyme		remote		remodel		remonstrate	
rim		Raymond		remount		remonstrance	
Rome		rumpus		removal		remunerate	
Roman		rehash		romance		reimburse	
Romeo		reheat		rummage		remunerative	
romp		raiment		Roumania		rheumatism	
room		rambler		rehandle		rheumatic	
rum		ramekin		reembark		rumination	
remove		Rameses		reenbody		reamputate	
remold		rampant		reemerge		reimprison	
rumble		rampage		reimpose		Remington	
rumple		rampart		remedial		ramification	
romped		reimbursement				reminiscence	

" P L . P e b / e /

" b x "

" / "

VocabularyPhrases

urged	<u>1</u>	essential	<u>2</u>	very likely	<u>3</u>
furnish	<u>4</u>	congratulated	<u>5</u>	at the time	<u>6</u>
prefer	<u>7</u>	instrument	<u>8</u>	a great deal of	<u>9</u>
husband	<u>10</u>	relatives	<u>11</u>	because it	<u>12</u>
girl	<u>13</u>	finishing	<u>14</u>	for the purpose of	<u>15</u>
perhaps	<u>16</u>	eventually	<u>17</u>	or not	<u>18</u>
*welcome	<u>19</u>	*experience	<u>20</u>	there must be	<u>21</u>
wife	<u>22</u>	highly	<u>23</u>	young man	<u>24</u>
piano	<u>25</u>	problem	<u>26</u>	at any time	<u>27</u>

Read

33

Write into Shorthand

34

(Note: These letters were sent by a piano dealer to young people whose engagements were announced in the paper.)

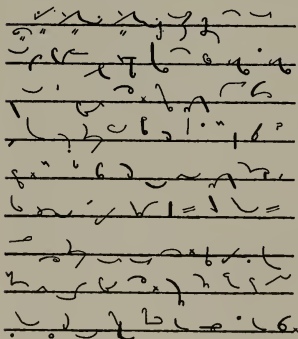
Miss Alice Urch
Irvington, New Jersey

Dear Miss Urch:

Planning a home--such as you will soon have to do--is great fun. Every girl just enjoys it although every girl doesn't always get the chance. You are to be highly congratulated.

You have perhaps already considered the piano--for there must be a piano! A new home without a nice piano has that air of "something missing." You've been visiting--you appreciate the feeling.

Our piano experience has been that most folks when furnishing a home con-































sider this feature first. Being a big and important item, it is generally on the top of the list.

Your husband-to-be and yourself would really appreciate our piano bargains, I am sure, for the purpose of future reference. Our pianos sold either outright or on the monthly payment plan will help solve that "planning the house" problem.

Won't you take this up with your husband-to-be just to get his opinion on the matter? You are both welcome at this store at any time to ask questions on the purchase of a piano, or to inspect any instrument you please. You won't be urged to buy.

Very truly yours,

RULE REVIEW: When initial "r" is preceded by a vowel, it is written down, except when followed by stems T, D, Chay, Jay, F, V, Ith and Dhee. Before these stems a downward R makes a poor joining and the upward R is used even though a vowel precedes:

arch		archway		original		arithmetician	
archly		erudite		orthodox		artistical	
arid		orphan		orthoepy		irritableness	
aright		urchin		artistic		archdeacon	
earth		urgent		*archbishop		arduousness	
ordain		urgency		arduously		arithmetic	
orgy		artist		Argentine		arithmetical	

urge	<u>1</u>	archness	<u>2</u>	eradicate	<u>2</u>	iridescent	<u>2</u>
erode	<u>1</u>	archduke	<u>1</u>	erudition	<u>2</u>	originality	<u>2</u>
aerify	<u>1</u>	ardently	<u>1</u>	irritate	<u>1</u>	earthquake	<u>2</u>
ardent	<u>1</u>	arduous	<u>3</u>	irritable	<u>1</u>	origination	<u>2</u>
argent	<u>1</u>	argentum	<u>2</u>	orphanage	<u>2</u>	orthography	<u>2</u>
Irving	<u>1</u>	orotund	<u>1</u>	originate	<u>2</u>	artistical-ly	<u>2</u>
origin	<u>1</u>	Orpheus	<u>2</u>	irritation	<u>1</u>	*artificial-ly	<u>2</u>

LESSON 18

VocabularyPhrases

actual	<u>1</u>	successfully	<u>2</u>	in reference	<u>2</u>
handling	<u>2</u>	introducing	<u>2</u>	I have been	<u>2</u>
retail	<u>2</u>	franchise	<u>2</u>	you would be	<u>2</u>
profit	<u>2</u>	*publicity	<u>2</u>	if there is any	<u>2</u>
* owners	<u>2</u>	*describes	<u>2</u>	I shall be glad	<u>2</u>
dealers	<u>2</u>	extensive	<u>2</u>	at that time	<u>2</u>
situated	<u>2</u>	*principally	<u>2</u>	that it is a	<u>2</u>
valuable	<u>2</u>	thoroughly	<u>2</u>	if you are	<u>2</u>
prepared	<u>2</u>	Philadelphia	<u>2</u>	we were	<u>2</u>
* history	<u>2</u>	wholesale	<u>2</u>	all our	<u>2</u>
* important	<u>2</u>	organization	<u>2</u>	printed matter	<u>2</u>

Read
35

[Handwritten shorthand practice on ruled lines, including the word 'serial' and other cursive forms.]

Write into Shorthand
36

Dale Motor Company
Spring Valley, New York

Gentlemen:

I have written you lately relative to your handling our line and in considering this matter I thought you would be interested to know what our plans are for introducing our new Six to the public and advertising our entire line.

Our advertising department has just prepared a piece of printed matter, which describes our publicity plans for the next year and I am having them send a copy to you. It shows how extensive our advertising program is and what a valuable help it is to all our dealers.
































































I want you to give careful thought to this important feature of our franchise for it means less selling effort and greater profit for the dealer when the line he handles is nationally advertised in a big way.

If there is any additional information you desire, I shall be glad to have you write me for it.

Very truly yours,

RULE REVIEW: When L is the last stem and no vowel follows, downward L is used; when L is the last stem and a vowel follows, the upward L is used:

serial-ly sl gradual-ly 7 sl plastical-ly sl sl

royal-ly		painful-ly		effectual-ly	
hill-y		virtual-ly		spiritual-ly	
oral-ly		fertile-ly		versatile-ly	
fatal-ly		cordial-ly		colonial-ly	
aerial-ly		liberal-ly		elastical-ly	
cruel-ly		servile-ly		successful-ly	
equal-ly		gainful-ly		individual-ly	
foul-ly		radial-ly		municipal-ly	
frail-ly		rascal-ly		industrial-ly	
ideal-ly		brittle-ly		scoundrel-ly	
idle-ly		tuneful-ly		majestical-ly	
# total-ly		fragile-ly		egotistical-ly	
vital-ly		habitual-ly		statistical-ly	
chill-y		graceful-ly		disdainful-ly	
vile-ly		tranquil-ly		conceptual-ly	
ritual-ly		mournful-ly		sorrowful-ly	
actual-ly		punctual-ly		colloquial-ly	
annual-ly		scornful-ly		artistical-ly	
brutal-ly		unequal-ly		wonderful-ly	
manual-ly		capital-ly		ceremonial-ly	
menial-ly		temporal-ly		magisterial-ly	

"Totally" distinguished from "wholly"

Vocabulary

filling	_____	fairway	_____
golf	_____	turn	_____
* anyhow	_____	smart	_____
bogey	_____	tee	_____
'er	_____	intervals	_____

Phrases

after all	_____
this year	_____
not only the	_____
they'll	_____
what you want	_____

Read

37

(Note: The following letter was sent to customers to whom the bank had given a golf-ball bank the year before.)

Write into Shorthand

38

Mr. Wilbur McCloud
Billings, Montana

Dear Sir:

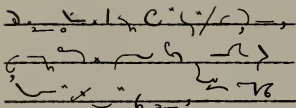
Smack! Two hundred and fifty yards straight down the fairway.

"Notice my feet that time, Jim? They didn't slip--or turn inside my shoes--never had a drive feel quite so good as that one did."

"That's what I told you, Bill. Nettleton's are not only the best looking golf shoes I've ever seen, but they're built with some consideration of the job they're supposed to fill."

Jim's right; Nettleton Golf Shoes are the finest a man can have. The Butte Shoe Store insists upon a proper fit--and then--your game holds forth a new delight, the pleasure of playing in smart, comfortable shoes that hold you steady whether on the tee or in the trap.

Why not drop in at the Butte Shoe









































































Store today and look over Nettle-ton's? Your visit doesn't place you under any obligation--they'll take real pleasure in showing you our shoes.

Yours very truly,

RULE REVIEW: Medial L is generally written up, as: following









Pullman . Where the present tense of a verb, however, ends in a downward L (because no vowel follows--see Lesson 18), the downward L is retained in the participle, as: fill filling . A downward L following by Ing, therefore, indicates that no vowel follows the L:





piling <u> </u>	hailing <u> </u>	annulling <u> </u>	detailing <u> </u>	curtailing <u> </u>
poling <u> </u>	culling <u> </u>	broiling <u> </u>	unfeeling <u> </u>	misspelling <u> </u>
paling <u> </u>	bailing <u> </u>	kneeling <u> </u>	prattling <u> </u>	unavailing <u> </u>
idling <u> </u>	jailing <u> </u>	puzzling <u> </u>	chortling <u> </u>	prevailing <u> </u>
filing <u> </u>	scaling <u> </u>	jostling <u> </u>	retailing <u> </u>	paralleling <u> </u>
tiling <u> </u>	dealing <u> </u>	bustling <u> </u>	drizzling <u> </u>	patrolling <u> </u>
killing <u> </u>	veiling <u> </u>	battling <u> </u>	wrestling <u> </u>	throttling <u> </u>
dialing <u> </u>	boiling <u> </u>	spelling <u> </u>	dwindling <u> </u>	counseling <u> </u>
pealing <u> </u>	exiling <u> </u>	crawling <u> </u>	spindling <u> </u>	stenciling <u> </u>
pulling <u> </u>	tolling <u> </u>	spilling <u> </u>	strolling <u> </u>	controlling <u> </u>
palling <u> </u>	toiling <u> </u>	chilling <u> </u>	parceling <u> </u>	dismantling <u> </u>
galling <u> </u>	tilling <u> </u>	scowling <u> </u>	expelling <u> </u>	dovetailing <u> </u>
pooling <u> </u>	balling <u> </u>	drilling <u> </u>	sprawling <u> </u>	enthraling <u> </u>

























healing 	bellling 	drawling 	entitling 	condoling 
howling 	grilling 	appealing 	penciling 	compelling 
hauling 	*dwelling 	drolling 	squealing 	annealing 
nailing 	cajoling 	trilling 	chiseling 	compiling 
failing 	quelling 	sculling 	cudgeling 	congealing 
foiling 	trailing 	dazzling 	scuttling 	propelling 
falling 	nestling 	duelling 	refilling 	repelling 
feeling 	mantling 	impaling 	unveiling 	fulfilling 
fowling 	quailing 	toweling 	entailing 	scheduling 
fooling 	totaling 	bottling 	impelling 	dispelling 
felling 	availing 	tattling 	recoiling 	embezzling 
filling 	trawling 	rattling 	thrilling 	embattling 
bowling 	trolling 	rustling 	squalling 	repealing 
billing 	fizzling 	bundling 	scrawling 	cancelling 

LESSON 20

VocabularyPhrases

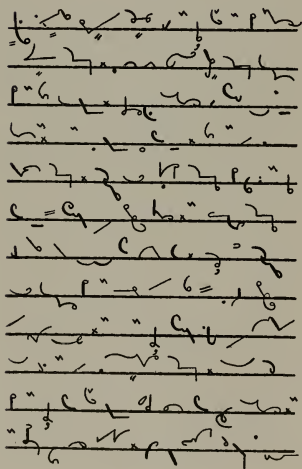
interior 	atmosphere 
archives 	craftsmanship 
thorough 	*advantage 
heartily 	*architectural 

well-known 
one of the best 
it's a 
upon its 

mileage		Baltimore		now and then	
surrounds		Cleveland		book store	
century		*specification		more than that	
within		prominent		why not	
printers		discovery		from its	
*architects		Minneapolis		through a	
unique		California		it is the	
Atlanta		brimful		as it	

Read

39



Write into Shorthand

40

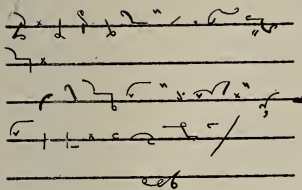
Mr. F. A. Brackett
Rochester, New York

Dear Sir:

Have you ever threaded your way through an old book store, stopping now and then to pull from the archives a musty volume? Then you know the pride of discovery.

You will experience the same joy of discovery when you remove from its cover, "Paint Mileage." The atmosphere of old craftsmanship surrounds this unique book. But it has this happy advantage--"Paint Mileage" is a twentieth-century book, practical and thorough.

The desire to produce a thing of beauty is strong within us all. That has been achieved in "Paint Mileage." It is a model of the printer's art. But more than that--"Paint Mileage"



is brimful of tested, boiled-down facts. It is an easy reference book on interior finishing of great value in your daily work.

You'll like "Paint Mileage." It is the kind of a book that men keep. The enclosed card or a letter will bring it to you. Why not put it in the mail now?

Yours very truly,

RULE REVIEW: R after R is written upward, even though no vowel follows the final R:

purer	✓	pourer	✓	farrier	✓	borrower	✓
rower	✓	roller	✓	terrier	✓	restorer	✓
roar	✓	coherer	✓	courier	✓	maneuverer	✓
furor	✓	desirer	✓	clearer	✓	endeavorer	✓
parer	✓	adherer	✓	currier	✓	registrar	✓
juror	✓	fearer	✓	acquirer	✓	decoherer	✓
Ruhr	✓	furrier	✓	warrior	✓	#profferer	✓
railer	✓	admirer	✓	narrower	✓	drearier	✓
varier	✓	wearier	✓	sorrower	✓	repairer	✓
horror	✓	armorers	✓	inferior	✓	roisterer	✓
terror	✓	carrier	✓	ulterior	✓	discoverer	✓
mirror	✓	assurer	✓	superior	✓	demurrer	✓

Distinguished from prefer.

borer ✓	fierier ✓	conferer ✓	transferrer ✓
horary ✓	worrier ✓	literary ✓	certiorari ✓
dearer ✓	squarer ✓	requirer ✓	stammerer ✓
rear ✓	barrier ✓	explorer ✓	quarreler ✓
rare ✓	merrier ✓	cheerier ✓	corollary ✓
rarity ✓	tARRIER ✓	#anterior ✓	deteriorate ✓
ruler ✓	adjuror ✓	answerer ✓	posterior ✓
hurler ✓	whirler ✓	preparer ✓	arbitrary ✓
career ✓	harrier ✓	burrower ✓	plasterer ✓
bearer ✓	aspirer ✓	declarer ✓	conspirer ✓
uproar ✓	caroler ✓	inquirer ✓	preferrer ✓
userer ✓	scourer ✓	interior ✓	destroyer ✓
tearer ✓	admirer ✓	exterior ✓	aposteriori ✓

Distinguished from interior.

LESSON 21

Vocabulary

required ✓	builders ✓
hinges ✓	*architects ✓
bearing ✓	cooperation ✓
wisdom ✓	*experience ✓
Stanley ✓	equivalent ✓

Phrases

hardware store ✓
that will ✓
in a class ✓
there is no ✓
that you are ✓

scores strength of other assuring permanence in this matter Read
41Write into Shorthand
42Mr. T. H. Lyman, Architect
Westchester, Massachusetts

Dear Sir:

It is of interest to us to know that you are working on the plans for the Howard residence.

As you are even more interested in this matter, we feel you will see the wisdom of specifying Stanley Works' products on this building. With your past experience of these products, plus the experience of scores of other architects, no doubt you will see that hardware for permanence is specified.

The maximum amount of service, as you know, is always obtained when Stanley wrought hardware is used.

Assuring you of our cooperation when you specify our products and wishing you real success for a busy year, we remain

Yours very truly,

RULE REVIEW: Half-length R is up after stems K, Gay, F, V, and Lee (upward L) even though no vowel follows, since a downward half-length R would not make a distinct joining with the preceding stem:

quirt flared mallard declared billiard

fired	<u> c </u>	geared	<u> </u>	queered	<u> </u>	dullard	<u> r </u>	maneuvered	<u> </u>
flirt	<u> c </u>	quired	<u> c </u>	scoured	<u> c </u>	floored	<u> c </u>	persevered	<u> </u>
quart	<u> c </u>	scored	<u> </u>	secured	<u> </u>	skewered	<u> </u>	transferred	<u> </u>
skirt	<u> c </u>	feared	<u> c </u>	fleered	<u> c </u>	acquired	<u> c </u>	conferred	<u> c </u>
fares	<u> c </u>	scared	<u> c </u>	slurred	<u> c </u>	glowered	<u> c </u>	flowered	<u> c </u>
Ford	<u> c </u>	afford	<u> c </u>	veered	<u> c </u>	inquired	<u> c </u>	tailored	<u> c </u>
gored	<u> c </u>	glared	<u> c </u>	cleared	<u> </u>	required	<u> c </u>	interfered	<u> </u>
				lowered	<u> c </u>				

LESSON 22

Vocabulary

stern	<u> c </u>	squarely	<u> </u>
swing	<u> c </u>	*quality	<u> c </u>
Stanley	<u> c </u>	products	<u> c </u>
bottom	<u> c </u>	permanent	<u> </u>
minimum	<u> </u>	century	<u> c </u>
maximum	<u> </u>	reasonable	<u> </u>
butts	<u> c </u>	hardware	<u> c </u>
hinges	<u> c </u>	*quarters	<u> c </u>
perhaps	<u> c </u>	*Massachusetts	<u> c </u>

Phrases

a great deal	<u> c </u>
there is no	<u> c </u>
more than	<u> c </u>
as it is	<u> c </u>
building your	<u> </u>
something about	<u> </u>
wouldn't it	<u> </u>
you didn't	<u> c </u>
doesn't	<u> c </u>

Read

43

Write into Shorthand

44

Mr. Roscoe Sterling
Taunton, Massachusetts

Dear Mr. Sterling:

When building your new home in Boston, the net cost of the butts and hinges used should be given stern consideration.

Stanley Ball Bearing Butts are permanent. There is no friction in the working parts, therefore no wear. Their life is your life and a great deal more.

Wouldn't it seem reasonable to swing your doors on Stanley Ball Bearing Butts and get the maximum amount of service with the minimum amount of trouble?

Tear off the bottom of this letter and get a book that shows Stanley Butts and Hinges.

Yours very truly,

RULE REVIEW: Medial R--when no vowel follows--is written down if followed by Lee (upward L):

surly	<u> </u>	miserly	<u> </u>	sterling	<u> </u>	powerless	<u> </u>
sorely	<u> </u>	sterile	<u> </u>	tireless	<u> </u>	transversal	<u> </u>
sourly	<u> </u>	forlorn	<u> </u>	absurdly	<u> </u>	startling	<u> </u>
poorly	<u> </u>	clearly	<u> </u>	cerulean	<u> </u>	circumlocution	<u> </u>

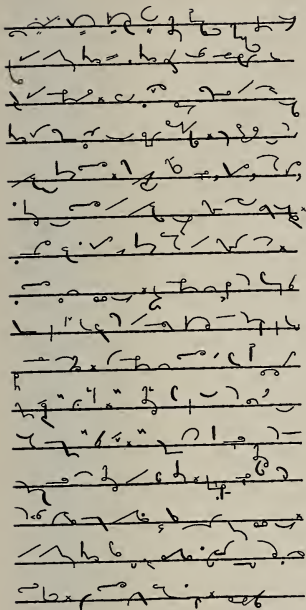
portly	<u> </u>	cleverly	<u> </u>	scarcely	<u> </u>	sterilize	<u> </u>
pertly	<u> </u>	sirloin	<u> </u>	securely	<u> </u>	assuredly	<u> </u>
tartly	<u> </u>	peerless	<u> </u>	squarely	<u> </u>	reversal	<u> </u>
tersely	<u> </u>	sparsely	<u> </u>	ocularly	<u> </u>	perversely	<u> </u>

LESSON 23

VocabularyPhrases

tailor	<u> </u>	installed	<u> </u>	we take this occasion	<u> </u>
colors	<u> </u>	reweaving	<u> </u>	which has been	<u> </u>
repair	<u> </u>	specialize	<u> </u>	by our	<u> </u>
*unusual	<u> </u>	*privilege	<u> </u>	as good as	<u> </u>
pattern	<u> </u>	*somewhat	<u> </u>	if you have a	<u> </u>
overcoat	<u> </u>	contradicts	<u> </u>	which will	<u> </u>
remodel	<u> </u>	philosopher	<u> </u>	they are not	<u> </u>
*length	<u> </u>	*practical	<u> </u>	there is another	<u> </u>
modern	<u> </u>	character	<u> </u>	that our	<u> </u>
burns	<u> </u>	appearance	<u> </u>	is it not	<u> </u>
sanitary	<u> </u>	exclusively	<u> </u>	to call your attention	<u> </u>
skilled	<u> </u>	invisible	<u> </u>	there is an	<u> </u>
matched	<u> </u>	department	<u> </u>	in such a	<u> </u>

Read
45



RULE REVIEW: The syllable "ler" which regularly should be written Lee with an R-hook (B list) is nevertheless written in the great majority of cases upward L and downward R, because the R-hook will show on the L only after stems K, Gay, and N:

Write into Shorthand

46

Mr. George E. Sadler
Miller, Indiana

Dear Mr. Sadler:













































































There is an old saying that clothes do not make the man and there is another saying which promptly contradicts this in the words, "Clothes oft proclaim the man." However, it took a modern philosopher to combine the two when he penned the following practical advice: "A man is introduced by his clothes and known by his character."

Admitted, that our appearances have something to do with our success in life, is it not worth while to give the buying of clothes consideration? As this is our exclusive business, we appreciate the privilege of being able to call your attention in this manner to the facilities and stock of our store.

Please keep us in mind--and if you do, I am sure the results will help you in keeping yourself in other folks' minds in the added appearance our men's furnishings will give you.

Yours very truly,

A list:

butler		broiler		appellor		chancellor	
feller		dallier		capsular		counsellor	
billor		driller		#caviller		startler	
hauler		inhaler		globular		wholesaler	
lower		trawler		kindlier		appealer	
molar		tubular		prattler		controller	
lawyer		failure		repealer		fulfiller	
sealer		cajolar		hostler		#cavalier	
boiler		dweller		nebular		groveler	
tailor		insular		prowler		swindler	
cellar		healer		reveler		consular	
rifler		pallor		speller		extoller	
layer		teller		handler		whistler	
solar		bowler		jeweler		counselor	
valor		fuller		puzzler		gondolier	
leer		jailer		reviler		marceller	
tyler		parlor		spoiler		Montpelier	
bailor		sailor		trailer		propeller	
fowler		wailer		drawler		capitular	

Distinguished from each other.

idler		tiller		chillier		caterpillar	
liar		poplar		follower		despoiler	
millier		brawler		retailer		swallower	
oiler		rustler		wrestler		glandular	
soiler		delayer		bachelor		chandelier	
polar		stealer		cellular		forestaller	
toiler		tabular		condoler		embezzler	
dealer		*popular		maxillar		comptroller	

B list:

color		collar		cruller		growler	
keeler		killer		kneeler		squaller	
learn		enlarge		scholar		queller	
cooler		nettler		squalor		squealer	
scaler				scrawler			









LESSON 24

Vocabulary

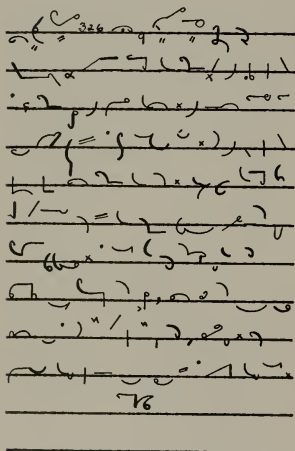
conference	
bookkeeper	
forgotten	
*dissatisfaction	









Phrases

the other day	
think of no other	
quite a while	
in that way	

straighten 
 self-addressed 
 *regular 
 glutton 
 evidently 
 serves 
 envelope 
 person 

Read
47



you haven't 
 very likely 
 why not 
 thus far 
 tell us 
 we've 
 let's 
 who is a 

Write into Shorthand
48

Mr. Clarence Tyler
Red Oak, Iowa

Dear Sir:

You haven't given us any business now in quite a while. Yes, we've noticed it.


We hope, however, there is no dissatisfaction; if so, let's get together. A little conference will very likely straighten it out.

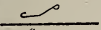
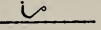

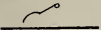
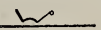

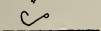
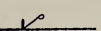

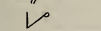
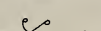

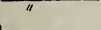
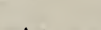

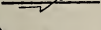
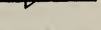

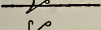
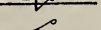

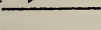
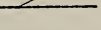

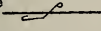
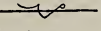

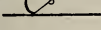
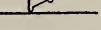

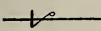
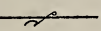

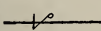
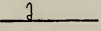

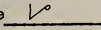
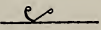

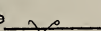
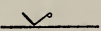

If you can't come in soon, tell us through a letter of any weak spots. We want to know just what you think. In that way only can we adjust our thought to yours.

If the goods bought of us last have worn so well that you haven't had to come back thus far--Good! Tell us about that also.

We'll be expecting to see you in person, or have a letter from you in a few days--the self-addressed envelope enclosed is for your convenience.

Very truly yours,

RULE REVIEW: The syllable "rence" is written Ree (upward R) with an N-hook covered by an S-circle , because R is the last stem and a vowel follows:

Clarence 	conference 	transference 
Lawrence 	abhorrence 	interference 
Florence 	deterrence 	disappearance 
Torrence 	sufferance 	circumference 
coherence 	adherence 	exuberance 
assurance 	endurance 	*difference 
tolerance 	reverence 	perdurance 
clearance 	inference 	#recurrence 
variance 	deference 	transparence 
duration 	hindrance 	#occurrence 
iterance 	#utterance 	incoherence 
tarriance 	severance 	perseverance 
prurience 	aberrance 	deliverance 
*reference 	luxuriance 	forbearance 

Written like root word.

esurience appearance debarrance
 esperance preference disseverance

LESSON 25

VocabularyPhrases

apparently <u> </u>	seriously <u> </u>	execute <u> </u>	in response <u> </u>
statistics <u> </u>	likewise <u> </u>	retail <u> </u>	is therefore <u> </u>
specializing <u> </u>	preparing <u> </u>	counsel <u> </u>	of its <u> </u>
preparation <u> </u>	*distinct <u> </u>	prefer <u> </u>	in some <u> </u>
commercial <u> </u>	*peculiar <u> </u>	devices <u> </u>	which you are <u> </u>
*intelligence <u> </u>	previously <u> </u>	compared <u> </u>	it will be <u> </u>

Read

49

Write into Shorthand

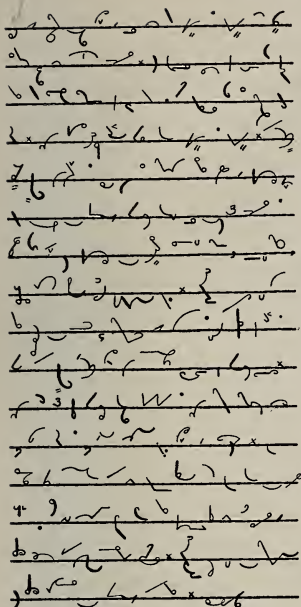
50

Director, Bureau of Foreign and
 Domestic Commerce
 Department of Commerce
 Washington, D. C.

Dear Sir:

Mr. John Greene, President of
 John Greene & Company, 123 Fourth
 Street, Evanston, Illinois, manufac-
 turers of scales and balances, called
 at this office today in response to a
 letter I wrote him a few days ago, re-
 garding a trade opportunity for scales
 in Bolivia. It may be interesting to
 know that Mr. Greene's interest in the

123 4th 9th C
 1913, '18, '19
 1921



Bureau was brought about as a result of a radio broadcast.

I have furnished Mr. Greene with a copy of the reserved information on the trade opportunity for scales and copies of Form 57, which he is going to execute. I have also gone over with him statistics showing the exports of scales and balances.

John Greene & Company has been manufacturing scales and balances for several years, specializing in scales for retail business houses, but they have never considered the export field. The firm is, therefore, anxious to receive all possible information regarding the marketing of its products abroad.

Mr. Greene, the President of the concern, apparently knows nothing about exporting, but I have told him that the divisions in Washington would be only too glad to furnish him with detailed information regarding his products. As this company is seriously considering going into the export business, I shall appreciate it if you will furnish Mr. Greene as complete information as possible.

Very truly yours,

RULE REVIEW: The syllable "rent" is written Ree (upward R) N-hook, half-length, following the general rule that when R is the last stem in a word and a vowel follows, it is written Ree (upward R):

iterant	<u> b </u>	saturant	<u> h </u>	luxuriant	<u> f </u>	vociferant	<u> t </u>
parent	<u> v </u>	apparent	<u> v </u>	conspirant	<u> z </u>	perseverant	<u> s </u>

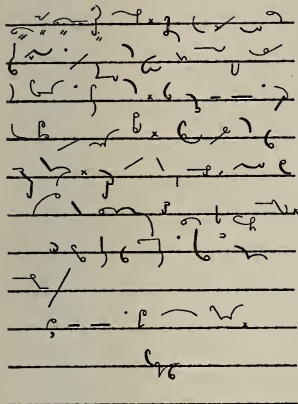
current <u> </u>	aspirant <u> </u>	exuberant <u> </u>	exhilarant <u> </u>
torrent <u> </u>	inherent <u> </u>	abhorrent <u> </u>	apparently <u> </u>
variant <u> </u>	coherent <u> </u>	delirient <u> </u>	incoherent <u> </u>
tyrant <u> </u>	adherent <u> </u>	deolarant <u> </u>	#belligerent <u> </u>
horrent <u> </u>	reverent <u> </u>	accelerant <u> </u>	concurrent <u> </u>
#hydrant <u> </u>	tolerant <u> </u>	deterrent <u> </u>	registrant <u> </u>
#warrant <u> </u>	aberrant <u> </u>	efferent <u> </u>	restaurant <u> </u>
#entrant <u> </u>	prurient <u> </u>	cormorant <u> </u>	transparent <u> </u>
courant <u> </u>	afferent <u> </u>	#intolerant <u> </u>	adulterant <u> </u>
spirant <u> </u>			expectorant <u> </u>

LESSON 26

<u>Vocabulary</u>		<u>Phrases</u>
overdue <u> </u>	seriously <u> </u>	let us know <u> </u>
enlisted <u> </u>	*together <u> </u>	in order that <u> </u>
frankly <u> </u>	*satisfaction <u> </u>	let us have <u> </u>
courtesy <u> </u>	cooperation <u> </u>	by mail <u> </u>
mutual <u> </u>	inconvenience <u> </u>	somehow or other <u> </u>
store <u> </u>	settlement <u> </u>	cannot be done <u> </u>
promptly <u> </u>	requested <u> </u>	will you kindly <u> </u>

R-hook makes better outline.

Read
51



Write into Shorthand
52

Mr. J. W. Shaw
St. Cloud, Minnesota

Dear Sir:

Will you kindly let us know if we may safely count on your sending us a check for \$325, covering the overdue account of October by January 1?

We appreciate the business you have given us but in order that we may continue to serve you most helpfully, your cooperation in payments is needed.

If you find it would seriously inconvenience you to send the requested amount in one payment, couldn't you let us have a part of it now and the rest in, say, two weeks?

Your friendly cooperation will be appreciated.

Yours very truly,

RULE REVIEW: The syllables "rously" are generally written Ree (upward R), S-circle, and Lee (upward L). Note that the circle is inside the curve Lee:

variously	<u>Ree</u>	vicariously	<u>Ree</u>	deleteriously	<u>Ree</u>
seriously	<u>S-circle</u>	notoriously	<u>S-circle</u>	preposterously	<u>S-circle</u>
furiously	<u>Lee</u>	laboriously	<u>Lee</u>	illustriously	<u>Lee</u>
spuriously	<u>Lee</u>	injuriouly	<u>Lee</u>	industriously	<u>Lee</u>
gloriously	<u>Lee</u>	imperiously	<u>Lee</u>	stentoriously	<u>Lee</u>

valorously		nefariously		odoriferously	
usuriously		luxuriously		chivalrously	
timorously		dexterously		vociferously	
abstrusely		disastrously		omniverously	
#vigorously		mysteriously		precariously	
uxoriously		victoriously		scurrilously	
sonorously		penuriously		ingloriously	
desirously		barbarously		boisterously	
amorously		hilariously		carniverously	
decorously		#ludicrously		pestiferously	
perilously		cadaverously		burglariously	
dolorously		querulously		#opprobriously	
cûriously		garrulously		vaingloriously	
ulcerously		#languorously		meritoriously	
#rigorously		censoriously		contrariouly	
deliriously		uproariously		multifariously	

LESSON 27

Vocabulary

foundry instantaneously

Phrases

it will be

R-hook is used to follow the stem form.

*important	<u> </u>	*describing	<u> </u>
circuit	<u> </u>	*electrically	<u> </u>
schedule	<u> </u>	inexpensively	<u> </u>
factory	<u> </u>	automobiles	<u> </u>
purposes	<u> </u>	*consequently	<u> </u>
telephone	<u> </u>	industrial	<u> </u>
*unusual	<u> </u>	efficiency	<u> </u>
signals	<u> </u>	machinery	<u> </u>
efficient	<u> </u>	interfering	<u> </u>
entirely	<u> </u>	*particularly	<u> </u>

out of the way	<u> </u>
of this kind	<u> </u>
it can be done	<u> </u>
are not	<u> </u>
in any other	<u> </u>
where there is	<u> </u>
in no way	<u> </u>
we'll be glad	<u> </u>
can be used	<u> </u>
fire alarm	<u> </u>

Read
53

[Handwritten shorthand practice on ruled lines]

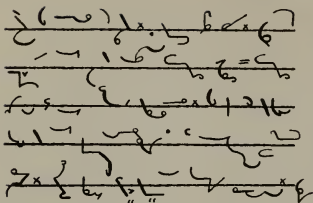
Write into Shorthand
54

Dawson Manufacturing Company
505 Locust Street
Sterling, Illinois

Gentlemen:

Your telephone bells are not loud enough out in the shop or foundry; or in any other department where there is the constant noise of machinery. Consequently, important telephone calls are delayed or missed entirely.

What you need is the Benjamin Industrial Signal, plus the Telecode Relay, connected to your telephone circuit. Then when the telephone rings you get, instantaneously, action through the Telecode Relay to the signal--and the call is heard.







































Simple combination--and in no way affects the efficiency of the telephone.

Check the enclosed card, drop it in the mail and we'll be glad to send you our booklet describing this equipment.

Yours very truly,

RULE REVIEW: The general rule is that when L is the last stem and a vowel follows, upward L is used, as, industrially L closely L. (See Lesson 18.) After an S-circle, however, L may be made down even though a vowel follows to avoid an awkward joining or "back turn":

thusly		obliviously		extemporaneously	
mutinously		euphoniously		impecuniously	
grievously		amorphously		parsimoniously	
nervously		voluminously		homogeneously	
enviously		brainlessly		superfluously	
aversely		extraneously		vertiginously	
ominously		harmoniously		acrimoniously	
painlessly		feloniously		symphoniously	
previously		imperviously		subterraneously	
immensely		calumniously		cacophonously	
conversely		universally		spontaneously	
diffusely		gluttonously		ignominiously	

ruinously		erroneously		multitudinously	
obversely		strenuously		simultaneously	
deviously		indigenously		sanctimoniously	
heinously		poisonously		instantaneously	
obviously		villainously		synchronously	
generously		marvelously		ceremoniously	
uselessly		monotonously		mischievously	
luminously		cavernously		miscellaneously	
ingeniously				heterogeneously	

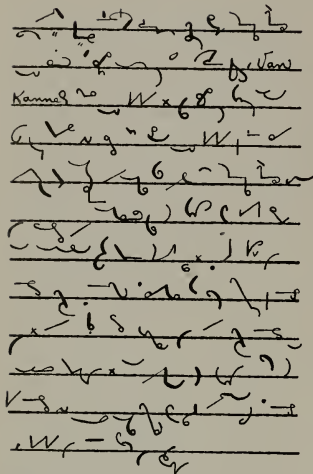
LESSON 28

VocabularyPhrases

definitely		announcing		in order that you may be	
portfolio		cooperation		we assure you	
briefly		distributor		in response	
hearty		*architects		together with a	
earnestly		enthusiastic		whether or not	
builders		surrounding		at our	
user's		*performance		which will	
provided		maintaining		in your city	
commission		installation		that you will have	

Read

55

Write into Shorthand

56

Mr. Ralph King
Okmulgee, Oklahoma

Dear Sir:

Your advice is earnestly sought in the selection of a manufacturer's agent maintaining headquarters in your city to represent us in the sale and installation of Van Kannel products.

Your name has been selected as one of several from whom we are seeking this advice, as we believe you are in a position to recommend an agent who has proved by performance his ability to cooperate successfully with you--one who is recognized at the offices of the builders and contractors in your city--who is familiar with the territory surrounding your city, and one who is capable of guarding both the manufacturer's and the user's best interests.

Yours very truly.

RULE REVIEW: After half-length "n" or "ing" the L-stem is written down, even though a vowel follows:

finitely		congruently		importunately	
saliently		continently		degenerately	
puissantly		abundantly		unfortunately	
pursuantly		pleasantly		inadvertently	
intently		infinitely		affectionately	
ornately		inordinately		magnificently	

recently	<u> r </u>	reticently	<u> r </u>	beneficently	<u> b </u>
presently	<u> p </u>	definitely	<u> d </u>	evanescently	<u> e </u>
decently	<u> d </u>	succinctly	<u> s </u>	complacently	<u> c </u>
fluently	<u> f </u>	obstinately	<u> o </u>	conveniently	<u> c </u>
defiantly	<u> d </u>	incessantly	<u> i </u>	despondently	<u> d </u>
evidently	<u> e </u>	alternately	<u> a </u>	independently	<u> i </u>
learnedly	<u> l </u>	dependently	<u> d </u>	resplendently	<u> r </u>
eminently	<u> e </u>	fortunately	<u> f </u>	preeminently	<u> p </u>
affluently	<u> a </u>	prominently	<u> p </u>	*consequently	<u> c </u>
poignantly	<u> p </u>	permanently	<u> p </u>	indistinctly	<u> i </u>
leniently	<u> l </u>	horizontally	<u> h </u>	munificently	<u> m </u>
innocently	<u> i </u>			extortionately	<u> e </u>

LESSON 29

Vocabulary

fresh	<u> f </u>	involved	<u> i </u>
forget	<u> f </u>	liberal	<u> l </u>
*similar	<u> s </u>	intentions	<u> i </u>
hardly	<u> h </u>	*respectfully	<u> r </u>
detail	<u> d </u>	insistent	<u> i </u>
bother	<u> b </u>	oversight	<u> o </u>

Phrases

from time to time	<u> f </u>
we believe you	<u> w </u>
to your own	<u> t </u>
it will be	<u> i </u>
we all	<u> w </u>
having your	<u> h </u>

ravish <u>~</u>	dervish <u>W</u>	selfish <u>g</u>	*beneficial <u>~</u>
flush <u>U</u>	elfish <u>~</u>	wolfish <u>~</u>	*artificial <u>~</u>
fresh <u>U</u>	varnish <u>U</u>	furnish <u>U</u>	foundation <u>~</u>
lavish <u>~</u>	huffish <u>U</u>	dwarfish <u>W</u>	prima facie <u>~</u>

LESSON 30

VocabularyPhrases

alike <u>C</u>	automobile <u>h</u>	one of the most important <u>~</u>
users <u>~</u>	absorbers <u>~</u>	we will <u>~</u>
laundry <u>~</u>	certainly <u>~</u>	you'll <u>~</u>
reserved <u>~</u>	*delivery <u>f</u>	a year ago <u>~</u>
*owner <u>~</u>	desirable <u>~</u>	it was a <u>~</u>
greatest <u>~</u>	*discovered <u>~</u>	to have you <u>~</u>
*degree <u>~</u>	straightforward <u>~</u>	copy of this <u>~</u>
verify <u>~</u>	obligation <u>~</u>	there is no <u>~</u>

Read

59

~ ~ ~ ~ ~
 ~ ~ ~ ~ ~
 ~ ~ ~ ~ ~
 ~ ~ ~ ~ ~

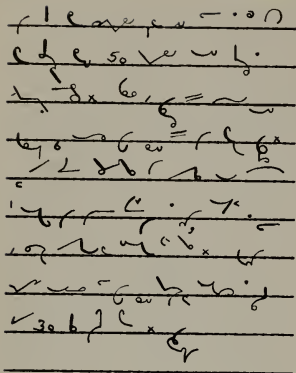
Write into Shorthand

60

Walters Laundry Company
Algona, Iowa

Gentlemen:

A little over a year ago, a laundry in a certain Ohio town junked its entire delivery system--simply because



they discovered that they could not keep delivery promises.

It was a reasonably good system. But it wasn't quite good enough. They found a better one. So they changed.

And you would do the same thing. You are interested in increasing the efficiency of your delivery system and in cutting delivery costs. That is why we are particularly anxious to have you read a plain, straightforward, factful book called, "Keeping Delivery Promises."

We have reserved a copy of this book for you. To bring it to your desk, you have but to fill out and mail the attached postal. There is no obligation, actual or implied.

Very truly yours.

RULE REVIEW: Initial L is up except (1) when followed by stems MP or MB as, lamp l lump l limp l; (2) when preceded by a vowel and followed by a horizontal stem as:

Alaska <u>l</u>	alacrity <u>l</u>	alchemist <u>l</u>	alchemical <u>l</u>
Alameda <u>l</u>	alchemio <u>l</u>	Alexander <u>l</u>	elocutionary <u>l</u>
Alamo <u>l</u>	alderman <u>l</u>	alienable <u>l</u>	aldermanic <u>l</u>
alamode <u>l</u>	aldermen <u>l</u>	elective <u>l</u>	Alexandria <u>l</u>
alcaide <u>l</u>	aliquot <u>l</u>	*electric <u>l</u>	alienation <u>l</u>
Alcott <u>l</u>	allegro <u>l</u>	electron <u>l</u>	allocation <u>l</u>
alcove <u>l</u>	allocate <u>l</u>	electrum <u>l</u>	elementary <u>l</u>

alien	<u>C</u>	almanac	<u>b</u>	elegantly	<u>C</u>	illuminate	<u>C</u>
alike	<u>C</u>	almoner	<u>b</u>	elongate	<u>C</u>	illuminant	<u>b</u>
alkali	<u>L</u>	alumina	<u>b</u>	eloquent	<u>C</u>	alimentary	<u>b</u>
*almost	<u>o</u>	elector	<u>b</u>	oleander	<u>C</u>	alkalinity	<u>C</u>
along	<u>C</u>	elastic	<u>b</u>	Olympian	<u>C</u>	allegorical	<u>C</u>
elect	<u>C</u>	elegant	<u>C</u>	ultimatum	<u>C</u>	allegretto	<u>C</u>
elixir	<u>C</u>	elegancy	<u>C</u>	Olympiad	<u>C</u>	allegation	<u>C</u>
elk	<u>C</u>	element	<u>b</u>	alienator	<u>C</u>	allocution	<u>C</u>
elm	<u>b</u>	Olympia	<u>C</u>	alimantal	<u>C</u>	alma mater	<u>C</u>
Elmira	<u>C</u>	Olympus	<u>C</u>	Alleghany	<u>C</u>	altercation	<u>C</u>
ileum	<u>C</u>	illumine	<u>C</u>	allegoric	<u>C</u>	elasticity	<u>C</u>
ilium	<u>C</u>	Alcazar	<u>C</u>	alligator	<u>C</u>	*electrical	<u>C</u>
ilk	<u>C</u>	Illinois	<u>C</u>	almandite	<u>C</u>	electrician	<u>C</u>
ulna	<u>C</u>	Alhambra	<u>C</u>	allocatur	<u>C</u>	electrocute	<u>C</u>
ulnar	<u>C</u>	alienate	<u>C</u>	alongside	<u>C</u>	*electrotype	<u>C</u>
Olympic	<u>C</u>	alienage	<u>C</u>	altercate	<u>C</u>	eleemosynary	<u>C</u>
ultimo	<u>C</u>	aliquant	<u>C</u>	*electrify	<u>C</u>	elimination	<u>C</u>
ultima	<u>C</u>	alkaline	<u>C</u>	elemental	<u>C</u>	eliminator	<u>C</u>
oolong	<u>C</u>	allegory	<u>C</u>	eliminate	<u>C</u>	elocutionist	<u>C</u>
alchemy	<u>C</u>	almighty	<u>C</u>	elocution	<u>C</u>	elongation	<u>C</u>
alcohol	<u>C</u>	aluminum	<u>C</u>	eloquence	<u>C</u>	eloquently	<u>C</u>
aliment	<u>C</u>	alumnus	<u>C</u>	oleograph	<u>C</u>	ultimately	<u>C</u>

alimony h election o oligarchy f illumination o
 oleomargarine o ailment h electrolysis yo

LESSON 31

Vocabulary

fairly h intangible z
 balance o nominal o
 assets o clientele h
 seoured o mentioned o
 agency h unimpeachable h
 farm h undoubtedly h
 headway o committee i
 stated o essential o
 seekers o newspapers h
 assign o *regularly h
 handle h substantial h

Read

61

Handwritten shorthand notes on three lines of ruled paper.

Phrases

for the purpose of h
 we would be glad h
 that you are h
 other than o
 we observe h
 some way o
 by reason of the fact h
 but they are h
 gilt edge h
 must have h
 bills receivable h

Write into Shorthand

62

Farley & Forgan
 Fargo, North Dakota

Gentlemen:

We have read your letter of November 8, and carefully considered the

matter of giving you an open line of credit. We have also considered the open loan which the writer discussed with you yesterday.

In looking over your balance sheet of September 30, it seems that you are getting along fairly well and are making some headway in your business. The nature of your assets is intangible and our committee believes that other than nominal amounts should be secured.





















































In looking over your accounts receivable, we observe you have a substantial clientele, and if some way could be arranged whereby you could assign some of your gilt edge accounts to the bank for the purpose of securing a loan, we would be glad to handle short-time loans for you from time to time to enable you to discount your bills.

If you think you can conveniently work out an arrangement of this kind, we shall be very glad to go into the matter with you, but, as stated above, it is the opinion of our committee that a loan up to the amount mentioned in your letter should be secured.

Very truly yours.











RULE REVIEW: Medial R is regularly written up; but when medial R is preceded by stem F or V and followed by a horizontal stem or Lee (upward L), it is written down:

conform fairness fiercely atmospherical






fairly		foreman		fleering		foregather	
forego		spheric		fearless		conferment	
faring		fearing		forenoon		forehanded	
Fargo		veering		severely		atmospheric	
farina		forlorn		Farragut		maneuvering	
firkin		pharmacy		fireless		confirming	
fork		flaring		firmament		transferring	
forum		farcical		forecastle		persevering	
farm		forensic		flowering		fluoroscope	
firm		flooring		conferring		transversal	
firing		foremost		ad valorem		confirmation	
fireman		furlough		chloroform		interfering	
furlong		forecast		pharmacist		pharmaceutical	

LESSON 32

Vocabulary

gently		indulgently	
adjunct		temperature	
Madrillon		atmosphere	
devoid		ambidextrous	
passport		encumbrance	

Phrases

this is a	
it may be an	
may be able to	
the other	
cause you	

Europe	<u> </u>	circulating	<u> </u>	so many	<u> </u>
intrepid	<u> </u>	anticipated	<u> </u>	there is no	<u> </u>
epicurean	<u> </u>	threshold	<u> </u>	in order	<u> </u>
served	<u> </u>	expenditure	<u> </u>	to make a	<u> </u>
capitals	<u> </u>	violently	<u> </u>	dining room	<u> </u>
useless	<u> </u>	tantalizing	<u> </u>	with a	<u> </u>
realm	<u> </u>	continental	<u> </u>	I say	<u> </u>
device	<u> </u>	delicious	<u> </u>	I never	<u> </u>
excellent	<u> </u>	*descriptions	<u> </u>	of your	<u> </u>

Read

63

(Note: This letter from the Madrillon restaurant had a piece of a palm leaf fan fastened to the right of the salutation.)

Handwritten shorthand notes on lined paper, including the salutation "Dear Mr. Jones" and various abbreviations.

Write into Shorthand

64

(Note: A piece of red tape was fastened to this letter.)

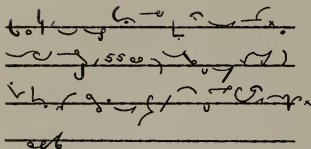
Mr. R. C. Jones
Washington, D. C.

Dear Mr. Jones:

This is a sample of the red tape that keeps so many business men from taking a trip to Europe.

Yet, when more intrepid souls return from abroad with tantalizing descriptions of epicurean masterpieces as served in European capitals, you can well afford to smile indulgently.

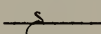
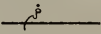

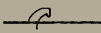
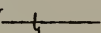

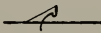
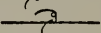

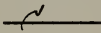
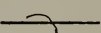

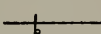
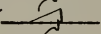

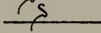
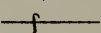

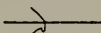
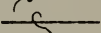

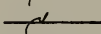
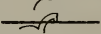

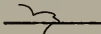
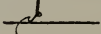

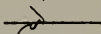
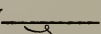

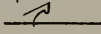
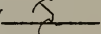

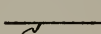
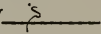

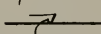
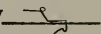

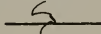
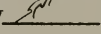

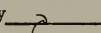
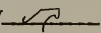

There is no red tape to be unwound in order to make a Continental "Cooks" tour via the Madrillon luncheon menu.

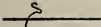

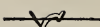
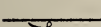
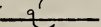
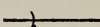
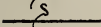
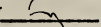
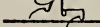
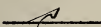
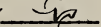
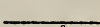


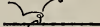
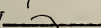
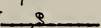
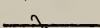



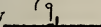
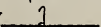
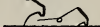
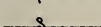
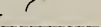

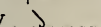
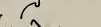
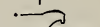

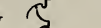
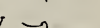


Fifty-five cents in coin of the realm is all the passport necessary to secure a delicious luncheon in the comfortably cool dining room of the Madrillon.

Yours for service.






















RULE REVIEW: Words ending in "dently," "tently," "gently," "pantly," and "bently" are written with a downward L even though a vowel follows because the upward L could not conveniently be made:






















bluntly		constantly		disputantly	
latently		diffidently		accordantly	
radiantly		hesitantly		obediently	
jointly		impudently		recumbently	
distantly		redundantly		impenitently	
blandly		diligently		inconsistently	
potently		flippantly		flamboyantly	
gently		militantly		omnipotently	
rampantly		disjointly		concordantly	
pungently		incipiently		antecedently	
ardently		competently		intercedently	
genteely		compliantly		accidentally	
cogently		expectantly		contingently	
lambently		refulgently		improvidently	
orientally		reluctantly		non-combatantly	

pliantly		expediently		belligerently	
instantly		stringently		astringently	
blindly		imprudently		discordantly	
urgently		indulgently		coincidentally	
verdantly		effulgently		remonstrantly	
impotently		suppliantly		precipitantly	
decadently		providently		disobediently	
stridently		turbulently		exorbitantly	
sapiently		insistently		incompetently	
penitently		precedently		concomitantly	
pendently		confidently		intermittently	

LESSON 33

VocabularyPhrases

realize		educational		bear in mind	
older		mathematics		is a matter of	
birthday		*experience		would live	
gradually		*responsibility		of their	
chances		protection		after you are	
lastly		milestone		don't you feel	
avail		obligation		of what	

income		provision		one of the	
rearrange		additional		which will	
client's		liquidated		one year	
pencil		inheritance		having a	
wife		sacrifice		so long as they	
assets		responsive		is the time	
compare		*circumstances		while you are	

Read
65

[Handwritten shorthand practice on ruled lines, including numbers 1 through 5 and various symbols.]

Write into Shorthand
66

Mr. Robert Moffatt
Orlando, Florida

Dear Mr. Moffatt:

Do you realize that on March 11 you will be one year older--that your next birthday will then be the nearest and your insurance age will move up one notch, never to move back again?

Each notch a higher rate! Why? For the reason that your chances of death are gradually increasing and life insurance is a matter of mathematics.

But, while you are older, you are wiser and your judgment serves you better. Each has broadened your experience and experience makes us realize that we are just men--having a man's responsibility to discharge before we go!

Get out your pencil. Put down the total insurance now on your life--and add all your other assets. How much

income would that produce invested at 5%? Compare that income with your present one, and it will give you some idea of the home your family would live in, the kind of clothes they would wear, and the bounty of their table--after you are gone!




Don't you feel you ought to increase your life insurance protection before passing this milestone? Honestly, now--does additional insurance present any problem as compared with the real problem your family will some day face? Let us reduce this to definite figures for you--with no obligation, of course. Sign today the inclosed card.

This act of provision and care and love for those who depend on you--put off until tomorrow--is never done.

Yours very truly.

RULE REVIEW: The L in the syllables "tional" should, according to the general rule, be written down because it is the last stem and no vowel follows; the L in the syllables "tionally" should, according to the general rule, be written up because it is the last stem and a vowel follows. However, because of the way in which the Tion-hook is written, the L is always down in the first group (A) whether or not a vowel follows, and always up in the second group (B):

A list:

rotational  additional-ly  transitional-ly 

tuitional	<u> t </u>	institutional	<u> g </u>	conditional-ly	<u> i </u>
motional	<u> p </u>	gravitational	<u> g </u>	constitutional-ly	<u> i </u>
emotional	<u> p </u>	traditional-ly	<u> t </u>	intuitional-ly	<u> t </u>
intrusional	<u> t </u>	degradational	<u> d </u>	unconditional-ly	<u> t </u>
		unconstitutional-ly	<u> t </u>		

B list:

optional	<u> v </u>	educational	<u> L </u>	suppositional	<u> e </u>
functional	<u> L </u>	dimensional	<u> L </u>	interjectional	<u> t </u>
vocational	<u> L </u>	provisional	<u> p </u>	conversational	<u> i </u>
fluxional	<u> C </u>	sensational	<u> e </u>	convocational	<u> i </u>
junctional	<u> L </u>	impressional	<u> t </u>	processional	<u> v </u>
relational	<u> L </u>	inflectional	<u> C </u>	conventional	<u> i </u>
torsional	<u> L </u>	apparitional	<u> v </u>	appositional	<u> v </u>
rational	<u> L </u>	proportional	<u> v </u>	recreational	<u> r </u>
national	<u> L </u>	probational	<u> v </u>	correctional	<u> C </u>
factional	<u> L </u>	accessional	<u> L </u>	progressional	<u> v </u>
frictional	<u> C </u>	valuational	<u> C </u>	prepositional	<u> p </u>
irrational	<u> L </u>	inductional	<u> t </u>	instructional	<u> C </u>
versional	<u> L </u>	intentional	<u> v </u>	international	<u> L </u>
fractional	<u> L </u>	variational	<u> L </u>	inquisitional	<u> L </u>
notional	<u> L </u>	abolitional	<u> v </u>	associational	<u> L </u>
occasional	<u> L </u>	affectional	<u> L </u>	combinational	<u> L </u>

sectional	<u>25</u>	evolutional	<u>45</u>	constructional	<u>95</u>
divisional	<u>65</u>	professional	<u>75</u>	unconventional	<u>25</u>
volitional	<u>45</u>	precautional	<u>25</u>	congressional	<u>5</u>
exceptional	<u>75</u>	occupational	<u>75</u>	denominational	<u>125</u>
recessional	<u>5</u>	oppositional	<u>75</u>	terminational	<u>25</u>
creational	<u>5</u>	expressional	<u>75</u>	insurrectional	<u>5</u>
devotional	<u>65</u>	confessional	<u>65</u>	inspirational	<u>45</u>
flectional	<u>65</u>	perceptual	<u>75</u>	jurisdictional	<u>25</u>
vibrational	<u>65</u>	precessional	<u>75</u>	congregational	<u>5</u>
revisional	<u>75</u>	digressional	<u>15</u>	transcriptional	<u>75</u>
reversional	<u>5</u>	complexional	<u>65</u>	transpositional	<u>75</u>
		interdenominational	<u>125</u>		

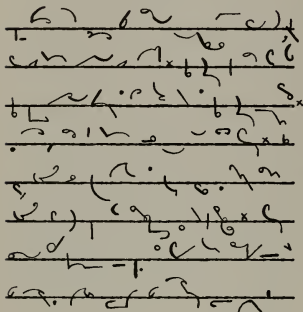
LESSON 34

VocabularyPhrases

woman	<u>2</u>	superstructure	<u>2</u>	better than	<u>2</u>
women	<u>2</u>	exercise	<u>2</u>	but there is	<u>2</u>
harder	<u>1</u>	specification	<u>7</u>	young man	<u>6</u>
alert	<u>6</u>	permanent	<u>2</u>	young men	<u>6</u>
muscles	<u>6</u>	foundation	<u>2</u>	some one	<u>2</u>
easier	<u>2</u>	character	<u>1</u>	as we	<u>2</u>

ladder l exercised epbalance s starting uif you are ifthe other oRead

67

Write into Shorthand

68





I wish I could show young men and young women some easy road to success --but there is none. You may think you see some one traveling it, but if it is easy it is not permanent. It is only one of those rises which make the final fall all the harder. Success cannot be without character, and oharacter grows as your muscles grow, through exercise.

The way to get to the top is to begin by being the best man at the bottom. Success is not an accident, but comes to the man who does his work better than the other fellow.









RULE REVIEW: "Than" is indicated--

I. After a simple stem by an N-hook:










lower than l higher than h thicker than tfiner than f slower than s plainer than pother than o taller than t quicker than qlarger than l longer than l thinner than tmore than m heavier than h stronger than swarmer than w easier than e cheaper than cdeeper than d sooner than s sharper than s

bigger than  earlier than  broader than 
 smaller than 

II. After an S-circle, Ster-loop, or Ter-hook, by a curl:













worse than  faster than  greater than 
 less than  rather than  brighter than 
 better than  tighter than 

III. After a double-length, the "order of reading" precludes the use of the N-hook which would have to be read before the "ter" sound; therefore the Dhee-stem with an N-hook is used:







softer than  shorter than  sweeter than 
 later than  flatter than  further than 
 harder than  older than  lighter than 

LESSON 35

Vocabulary

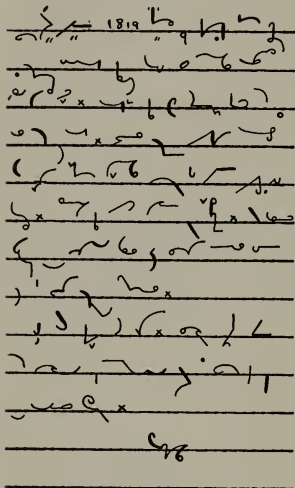
quickly  *insignificant 
 forget  outstanding 
 perhaps  embarrassing 
 postage  remittance 
 likely  instalment 
 intended  uniformity 

Phrases

for the sake of 
 money order 
 by the way 
 on its 
 out of the 
 at your 

arrived accompanying we wouldn't *regular *consequently take care of the Read

69

Write into Shorthand

70

Mr. George Taylor
Cambridge, Massachusetts

Dear Mr. Taylor:

Won't you please take care of the enclosed bill, before you forget it?

It is the third we have sent you, by the way--one just after the goods were shipped, and one about a month ago--and now we come knocking at your door again.

The amount is insignificant, I know, and if it were the only small account outstanding we wouldn't bother you. But your little debit, plus your neighbor's perhaps, plus all the rest, quickly runs into many thousands of dollars. And that, plus bookkeeping, postage and interest, totals a big debit that may become embarrassing when bills are paid every week, as ours are.

Please attend to the bill right away.

Yours very truly.

RULE REVIEW: The syllable "kly" or "gly" is written with the L-hook on stem K or G, in accordance with the general rule that when L or R forms a "liquid sound" or "blends" with the preceding consonant, the hook is used:

likely <u>l</u>	snugly <u>sn</u>	thickly <u>th</u>	unlikely <u>un</u>
meekly <u>m</u>	smugly <u>sm</u>	prickly <u>pr</u>	scraggly <u>sc</u>
sickly <u>s</u>	feckly <u>fe</u>	wriggly <u>wr</u>	trickly <u>tr</u>
darkly <u>d</u>	briskly <u>br</u>	sleekly <u>sl</u>	crinkly <u>cr</u>
weekly <u>w</u>	vaguely <u>va</u>	slackly <u>sl</u>	wrinkly <u>wr</u>
ugly <u>u</u>	bruskly <u>br</u>	treacly <u>tr</u>	straggly <u>st</u>
weakly <u>w</u>	bleakly <u>bl</u>	clerkly <u>cl</u>	obliquely <u>ob</u>

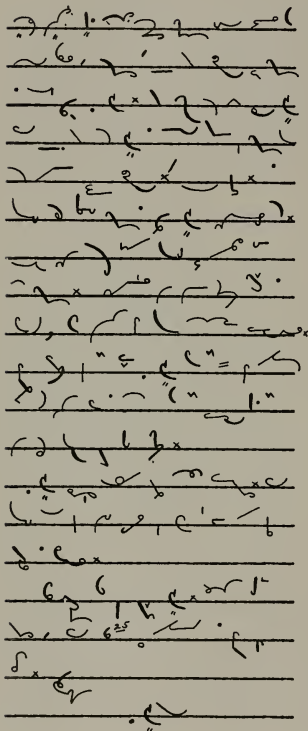
LESSON 36

VocabularyPhrases

particle <u>p</u>	immaculate <u>im</u>	did you ever <u>de</u>
Hoover <u>H</u>	investigations <u>in</u>	it will be <u>it</u>
portion <u>p</u>	effective <u>ef</u>	there is no better time <u>th</u>
dirt <u>d</u>	sweeping <u>sw</u>	how much <u>ho</u>
woman <u>w</u>	thoroughly <u>th</u>	the other side <u>th</u>
weekly <u>w</u>	demonstration <u>de</u>	as it <u>as</u>
* owner <u>o</u>	household <u>ho</u>	not only the <u>no</u>
discard <u>d</u>	drudgery <u>dr</u>	of other <u>of</u>
fresher <u>f</u>	literally <u>li</u>	of all <u>of</u>
cease <u>c</u>	compensation <u>co</u>	by another <u>by</u>
* forever <u>f</u>	cleanliness <u>cl</u>	of their <u>of</u>

realize g required hthere would be fRead

71

Write into Shorthand

72

Mrs. George Bliss
St. Joe, Michigan

Dear Madam:

There would be some compensation for all the work of sweeping rugs by hand if that were the only really effective method of cleaning. But investigations show that no matter how much strength you use in sweeping, the broom sweeps up only a small portion of the dirt the rug contains.

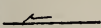
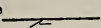
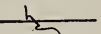
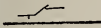
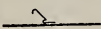
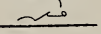
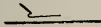
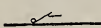
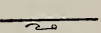

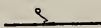
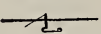
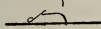

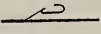
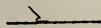
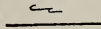
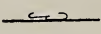
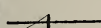

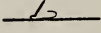
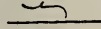

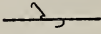
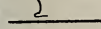

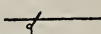
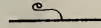
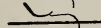
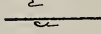
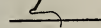
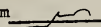
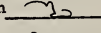
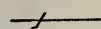


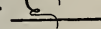
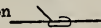
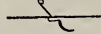
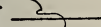
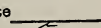
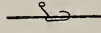
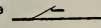
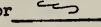
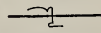
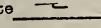
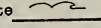
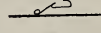
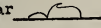
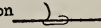
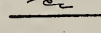
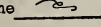
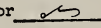
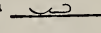
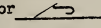
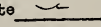
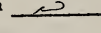
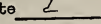
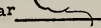
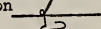
Prove this, if you doubt it. Put a cup of flour or, better yet, a cup of washing soda, on one edge of your rug and try to sweep it across. Not a particle will ever reach the other side --it will all be pushed down into the depths of the rug. Yet flour or soda is light in weight, and does not settle into the rug like tracked-in sand or gritty dirt.

Now make this same test with The Hoover and you will readily see how thoroughly The Hoover beats, as it sweeps, as it cleans. You will find in The Hoover bag not only the material you need for the test, but a quantity of other dirt of all kinds that you never thought was in your rug.

Convince yourself of your need for The Hoover. If we can make it any more plain by another demonstration, we will be glad of the opportunity.

Yours very truly.

RULE REVIEW: The syllable "oul" or "gul" is regularly written K with the L-hook or G with the L-hook, as the case may be:

reticule		reticulate		tubercular	
caracul		percolate		miraculous	
bucolic		circulate		meticulous	
bugler		speculate		ridiculous	
circular		peculator		regulation	
peculate		calculate		calculation	
ridicule		ejaculate		ejaculation	
angular		avuncular		percolator	
osculate		vehicular		gesticulate	
secular		binocular		inarticulate	
jocular		curriculum		matriculation	
jugular		speculator		spectacular	
vascular		peculation		speculative	
oracular		articulate		speculation	
regulate		calculator		matriculate	
coagulate		immaculate		circulation	
molecular		osculation		miscalculate	
masculine		circulator		innoculation	
regulator		innoculate		articulation	
chocolate		vernacular		gesticulation	

VocabularyPhrases

moral	<u> </u>	*brotherhood	<u> </u>
schedule	<u> </u>	Christmas	<u> </u>
property	<u> </u>	naturally	<u> </u>
*whenever	<u> </u>	indication	<u> </u>
envelope	<u> </u>	fellowship	<u> </u>
deduct	<u> </u>	*financial	<u> </u>
cigar	<u> </u>	exemptions	<u> </u>
stamped	<u> </u>	cooperate	<u> </u>
morning	<u> </u>	appreciated	<u> </u>
courtesy	<u> </u>	Bradstreet's	<u> </u>

financial standing	<u> </u>
is his	<u> </u>
over and above	<u> </u>
do you regard	<u> </u>
in like manner	<u> </u>
I would ask	<u> </u>
has been taken	<u> </u>
will you kindly	<u> </u>
before the	<u> </u>
latter part of this	<u> </u>

Read
73

Write into Shorthand
74

[Handwritten shorthand practice on ruled lines, including numbers like 13, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100]

Mr. Fred Merrill, Cashier
Union Central National Bank
Carrolton, Georgia

Dear Mr. Merrill:

Your name has been taken from
Bradstreet's. Will you kindly furnish
us the following credit information
concerning Mr. Harold Railton:

1. What is his moral standing?
2. What is his financial standing?
3. Does he own property over and above his exemptions?
4. What is his reputation for paying accounts?
5. Do you regard a credit of \$500 as safe?

Your courtesy in furnishing this information will be greatly appreciated. We will gladly cooperate with you in like manner whenever the opportunity offers.

Please use the enclosed stamped envelope for reply.

Very truly yours.

RULE REVIEW: The syllable "rel" occurring either initially, medially, or finally, is written Ree (upward R) with an L-hook:

apparel	<u>✓</u>	#corporal	<u>✓</u>	collateral	<u>✓</u>	sedentarily	<u>✓</u>
carol	<u>✓</u>	impurely	<u>✓</u>	demoralize	<u>✓</u>	arbitrarily	<u>✓</u>
jural	<u>✓</u>	littoral	<u>✓</u>	electoral	<u>✓</u>	centralization	<u>✓</u>
chloral	<u>✓</u>	monorail	<u>✓</u>	ephemeral	<u>✓</u>	customarily	<u>✓</u>
coral	<u>✓</u>	morality	<u>✓</u>	garrulous	<u>✓</u>	scurrilously	<u>✓</u>
girl	<u>✓</u>	parallel	<u>✓</u>	severalty	<u>✓</u>	New Orleans	<u>✓</u>
herald	<u>✓</u>	central	<u>✓</u>	immorality	<u>✓</u>	territorial	<u>✓</u>
snarl	<u>✓</u>	cultural	<u>✓</u>	manorial	<u>✓</u>	tributarily	<u>✓</u>
twirl	<u>✓</u>	malarial	<u>✓</u>	mercurial	<u>✓</u>	translatorial	<u>✓</u>
barely	<u>✓</u>	*several	<u>✓</u>	naturalize	<u>✓</u>	demoralization	<u>✓</u>
whirl	<u>✓</u>	emerald	<u>✓</u>	nugatorily	<u>✓</u>	exemplarily	<u>✓</u>
gnarl	<u>✓</u>	ethereal	<u>✓</u>	admiralty	<u>✓</u>	sarsaparilla	<u>✓</u>
hurl	<u>✓</u>	ferrule	<u>✓</u>	summarily	<u>✓</u>	incorporeal	<u>✓</u>
virile	<u>✓</u>	armorial	<u>✓</u>	#corporeal	<u>✓</u>	supernatural	<u>✓</u>

Distinguished from each other.

marl	<u>✓</u>	imperial	<u>✓</u>	equatorial	<u>✓</u>	temporarily	<u>✓</u>
moral	<u>✓</u>	memorial	<u>✓</u>	visitorial	<u>✓</u>	conjectural	<u>✓</u>
curl	<u>✓</u>	misrule	<u>✓</u>	natural-ly	<u>✓</u>	decentralize	<u>✓</u>
barrel	<u>✓</u>	moralize	<u>✓</u>	natatorial	<u>✓</u>	declamatorily	<u>✓</u>
laurel	<u>✓</u>	neutral	<u>✓</u>	neutralize	<u>✓</u>	agricultural	<u>✓</u>
choral	<u>✓</u>	notarial	<u>✓</u>	nonpareil	<u>✓</u>	subsidiarily	<u>✓</u>
mural	<u>✓</u>	paralyze	<u>✓</u>	paralysis	<u>✓</u>	accusatorial	<u>✓</u>
swirl	<u>✓</u>	admiral	<u>✓</u>	casserole	<u>✓</u>	decentralization	<u>✓</u>
whorl	<u>✓</u>	augural	<u>✓</u>	chaparral	<u>✓</u>	floriocultural	<u>✓</u>
spiral	<u>✓</u>	imperil	<u>✓</u>	corollary	<u>✓</u>	explanatorily	<u>✓</u>
parole	<u>✓</u>	federal	<u>✓</u>	correlate	<u>✓</u>	managerial	<u>✓</u>
puerile	<u>✓</u>	guttural	<u>✓</u>	guerrilla	<u>✓</u>	moralization	<u>✓</u>
petrol	<u>✓</u>	immoral	<u>✓</u>	editorial	<u>✓</u>	neutrality	<u>✓</u>
rail	<u>✓</u>	overrule	<u>✓</u>	naturalist	<u>✓</u>	scurrilous	<u>✓</u>
real-ly	<u>✓</u>	narrowly	<u>✓</u>	paralytic	<u>✓</u>	transitorily	<u>✓</u>
realty	<u>✓</u>	merrily	<u>✓</u>	sanitarily	<u>✓</u>	relativity	<u>✓</u>
relate	<u>✓</u>	perilous	<u>✓</u>	centralize	<u>✓</u>	New York Central	<u>✓</u>
relent	<u>✓</u>	released	<u>✓</u>	thoroughly	<u>✓</u>	relevantly	<u>✓</u>
unruly	<u>✓</u>	relator	<u>✓</u>	ancestral	<u>✓</u>	reliability	<u>✓</u>
rural	<u>✓</u>	relieve	<u>✓</u>	bacterial	<u>✓</u>	reluctance	<u>✓</u>
astral	<u>✓</u>	maturely	<u>✓</u>	senatorial	<u>✓</u>	perilously	<u>✓</u>
purely	<u>✓</u>	railroad	<u>✓</u>	salutarily	<u>✓</u>	peremptorily	<u>✓</u>

relax	<u>✓</u>	sidereal	<u>✓</u>	sartorial	<u>✓</u>	quarrelsome	<u>✓</u>
relic	<u>✓</u>	reliance	<u>✓</u>	plurality	<u>✓</u>	real estate	<u>✓</u>
roller	<u>✓</u>	relation	<u>✓</u>	unnatural	<u>✓</u>	secretarial	<u>✓</u>
pearl	<u>✓</u>	realtor	<u>✓</u>	releasing	<u>✓</u>	structural	<u>✓</u>
purl	<u>✓</u>	relative	<u>✓</u>	relevancy	<u>✓</u>	relentless	<u>✓</u>
railway	<u>✓</u>	relegate	<u>✓</u>	relieving	<u>✓</u>	relinquish	<u>✓</u>
realism	<u>✓</u>	reliable	<u>✓</u>	pictorial	<u>✓</u>	reluctancy	<u>✓</u>
unreal	<u>✓</u>	*religion	<u>✓</u>	primarily	<u>✓</u>	generality	<u>✓</u>
unroll	<u>✓</u>	quarrel	<u>✓</u>	querulous	<u>✓</u>	solitarily	<u>✓</u>
relish	<u>✓</u>	realize	<u>✓</u>	roll call	<u>✓</u>	relentlessly	<u>✓</u>
rely	<u>✓</u>	squirrel	<u>✓</u>	mayoralty	<u>✓</u>	relaxation	<u>✓</u>
plural	<u>✓</u>	related	<u>✓</u>	factorial	<u>✓</u>	Illinois Central	<u>✓</u>
reliant	<u>✓</u>	release	<u>✓</u>	relatively	<u>✓</u>	generalize	<u>✓</u>
relief	<u>✓</u>	relevant	<u>✓</u>	relegation	<u>✓</u>	perfunctorily	<u>✓</u>
rule	<u>✓</u>	reliably	<u>✓</u>	religious	<u>✓</u>	querulously	<u>✓</u>
rollick	<u>✓</u>	pastoral	<u>✓</u>	reluctant	<u>✓</u>	generalization	<u>✓</u>

LESSON 38

Vocabulary

seemingly	<u>✓</u>	subpoenas	<u>✓</u>
unless	<u>✓</u>	extension	<u>✓</u>

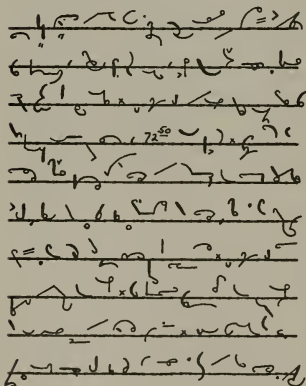
Phrases

that you are	<u>✓</u>
that you have not	<u>✓</u>

ignoring	<u> </u>	repeatedly	<u> </u>	you are surely	<u> </u>
*whatever	<u> </u>	*practically	<u> </u>	take care of	<u> </u>
retail	<u> </u>	merchants	<u> </u>	greater than	<u> </u>
debtor	<u> </u>	unsettled	<u> </u>	that these	<u> </u>
defense	<u> </u>	executions	<u> </u>	at once	<u> </u>
critical	<u> </u>	registered	<u> </u>	why not	<u> </u>
destroy	<u> </u>	sufficient	<u> </u>	in the event	<u> </u>
grocers	<u> </u>	recognize	<u> </u>	against you	<u> </u>
assessed	<u> </u>	observance	<u> </u>	we hear from you	<u> </u>
dealers	<u> </u>	professional	<u> </u>	of this account	<u> </u>

Read

75



Write into Shorthand

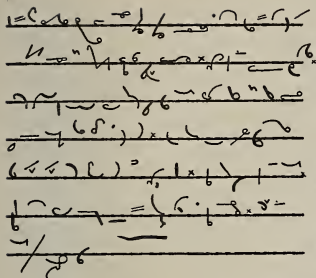
76

Mr. J. B. Davidson
410 Mead Building
Rookford, Illinois

Dear Mr. Davidson:

Seemingly you do not appreciate the extension of credit to you. If so you have failed to show it. We have written you repeatedly regarding your past due account of \$33, which remains on our books.

Unless we hear from you in three days regarding this balance and you show some effort in the payment of it, we will take it for granted that you are ignoring the payment of this account and we will proceed to take whatever action is necessary in the collection of it.



Your name, as poor credit, will be given the Merchants' Credit Bureau, which is comprised of practically all the retail merchants of the city and our account with you will be handed over to our attorney.

We do not wish to bother you with letters; neither do we wish to repeatedly write letters to you and have no responses. Unless we hear from you in the next three days, we will place the matter in other hands.

Yours very truly.

RULE REVIEW: "Ingly" is generally written Ing-stem with an L-hook:

strikingly		excitingly		absorbingly	
beamingly		engagingly		appealingly	
envyingly		assuringly		appeasingly	
lovingly		pleasingly		tremblingly	
seemingly		shockingly		grovelingly	
dashingly		doubtingly		endearingly	
smilingly		admiringly		despairingly	
sweepingly		swimmingly		imploringly	
tellingly		*thinkingly		*neglectingly	
triflingly		touchingly		appetizingly	
*willingly		yieldingly		begrudgingly	
abidingly		exultingly		bewitchingly	
fittingly		murmuringly		flourishingly	

feelingly <u> </u>	*accordingly <u> </u>	penetratingly <u> </u>
mockingly <u> </u>	witchingly <u> </u>	staggeringly <u> </u>
daringly <u> </u>	*becomingly <u> </u>	disobligingly <u> </u>
obligingly <u> </u>	intrudingly <u> </u>	disparagingly <u> </u>
savingly <u> </u>	shrinkingly <u> </u>	flutteringly <u> </u>
invitingly <u> </u>	startlingly <u> </u>	patronizingly <u> </u>
glaringly <u> </u>	unfeelingly <u> </u>	reassuringly <u> </u>
avengingly <u> </u>	*unwillingly <u> </u>	*languishingly <u> </u>
alarmingly <u> </u>	affectingly <u> </u>	refreshingly <u> </u>
cajolingly <u> </u>	befittingly <u> </u>	flatteringly <u> </u>
charmingly <u> </u>	*forgivingly <u> </u>	commandingly <u> </u>
creepingly <u> </u>	slightingly <u> </u>	*unthinkingly <u> </u>
sneeringly <u> </u>	searchingly <u> </u>	entreatingly <u> </u>
grudgingly <u> </u>	grumblingly <u> </u>	encouragingly <u> </u>
accommodatingly <u> </u>		exaggeratingly <u> </u>

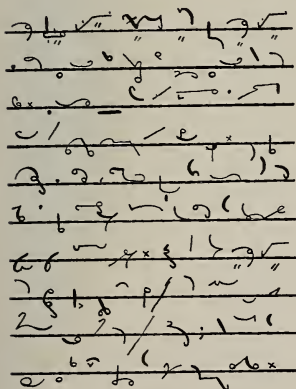
LESSON 39

VocabularyPhrases

store <u> </u>	correspondingly <u> </u>	every one <u> </u>
source <u> </u>	patrons <u> </u>	we've been <u> </u>
fault <u> </u>	absence <u> </u>	you are not <u> </u>

models	<u>6</u>	concern	<u>2</u>	how many	<u>5</u>
current	<u>3</u>	delightful	<u>4</u>	we want you	<u>3</u>
error	<u>2</u>	workmanship	<u>2</u>	what you want	<u>3</u>
somehow	<u>3</u>	beneath	<u>4</u>	always been	<u>2</u>
French	<u>4</u>	individual	<u>3</u>	have we been	<u>3</u>
season	<u>2</u>	realize	<u>2</u>	have you no	<u>3</u>
woman's	<u>2</u>	commission	<u>2</u>	at least	<u>2</u>
Mrs.	<u>2</u>	strongly	<u>2</u>	for some reasons	<u>2</u>
learned	<u>2</u>	exquisite	<u>2</u>	we wonder	<u>2</u>
fallen	<u>2</u>	gratification	<u>2</u>	which are	<u>2</u>

Read
77



Write into Shorthand
78

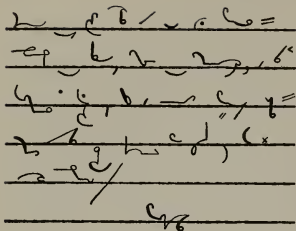
Mrs. Mary K. Benton
Greencastle, Indiana

Dear Mrs. Benton:

We are anxious to know every one of our patrons as an individual. Our ambition is to insure to each the most perfect service possible; and to this end we try to keep track of those who buy from us.

For example: We've been checking up and have learned that while you have an account here, you are not getting all the benefit you should from it. We wonder why?

Is it because you do not realize how many of a woman's desires can find gratification beneath this roof? Is it



because of some error of ours, of omission or of commission? Or is it some reason we have not guessed?

We want you to feel, Mrs. Benton, that Black & Company is doing for you just exactly what you want done in the manner most pleasing to you, but it appears that somehow we fall short of your desires. Will you tell us how, so that we may remedy the matter?

Sincerely yours.

RULE REVIEW: "Ingly" is written with an Ing-stem and downward L-stem where the L-hook on Ing will not join conveniently to the rest of the outline. This is generally where the "ingly" follows an F or V-hook, an N-hook, or an S-circle, or St-loop, as:

shiningly rantingly approvingly complainingly
 cravingly quaffingly banteringly convincingly
 cunningly fawningly lamentingly enchantingly
 pantingly tauntingly caressingly threateningly
 musingly vauntingly totteringly entrancingly
 amazingly stunningly unbendingly everlastingly
 correspondingly entertainingly

LESSON 40

Vocabulary

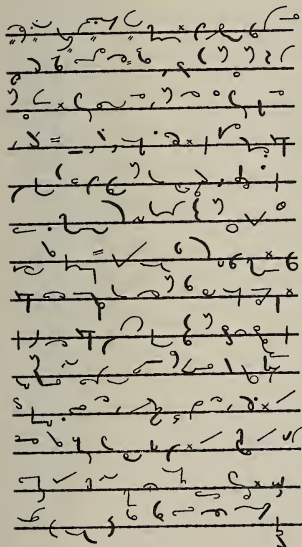
Phrases

humanly manager transportation a great deal

summer	<u>o</u>	Iceland	<u>h</u>	refrigeration	<u>g</u>	you are not	<u>o</u>
yard	<u>r</u>	expensive	<u>g</u>	housewives	<u>g</u>	as it is	<u>o</u>
minute	<u>h</u>	involved	<u>g</u>	dependable	<u>h</u>	it's true	<u>h</u>
pure	<u>v</u>	article	<u>h</u>	*practically	<u>g</u>	your own	<u>h</u>
purer	<u>v</u>	courteous	<u>h</u>	*irregular	<u>h</u>	pro rata	<u>h</u>
alike	<u>h</u>	maintain	<u>h</u>	likewise	<u>h</u>	this is a	<u>h</u>

Read

79

Write into Shorthand

80.

Mrs. W. C. Mott
Downers Grove, Illinois

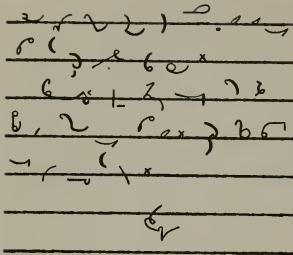
Dear Madam:

If you lived in Iceland, you'd laugh if some one offered to sell you ice. You'd say, "Why, I can go out in my back yard and cut it for nothing." And it would be quite true.

Now, here I am, practically in your back yard, waiting for you to come out and get your ice. Of course, I can't afford to give it to you for nothing, but I do promise to save you money.

It stands to reason that if a company must maintain expensive offices, motor trucks, and pay representatives high wages to deliver you ice, it cannot sell at my prices and live. It's true, you carry your own ice home from my place, but the money I'll save you will pay you a high pro rata wage rate for that minute of your time.

And when you next rage at the high



Wouldn't you like to see these dresses before we show them to the general public? This is a privilege we are extending to a few patrons whom we have been permitted to serve in the past.

All these are exclusive models, of course. Certainly you will find it interesting to inspect them.

We are holding these dresses for three days of private showing before placing them on public display.

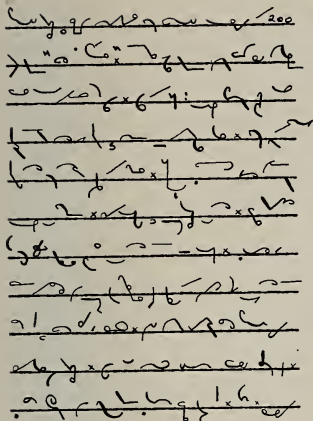
Sincerely.

RULE REVIEW: Words ending in "nor" or "ner" are generally derived from words ending in "n" which are written with an N-hook. To get the syllable "nor," "ner," etc., change the N-hook to an N-stem with the R-hook,

thus: train trainer :

mineral	<u> </u>	assignor	<u> </u>	ignoramus	<u> </u>	kindergartner	<u> </u>
lunar	<u> </u>	engineer	<u> </u>	chastener	<u> </u>	entertainer	<u> </u>
canner	<u> </u>	prisoner	<u> </u>	carbineer	<u> </u>	complainer	<u> </u>
burner	<u> </u>	panorama	<u> </u>	enlivener	<u> </u>	intervener	<u> </u>
clowner	<u> </u>	poisoner	<u> </u>	abstainer	<u> </u>	restrainer	<u> </u>
coiner	<u> </u>	fastener	<u> </u>	bargainer	<u> </u>	straightener	<u> </u>
corner	<u> </u>	generous	<u> </u>	cheapener	<u> </u>	threatener	<u> </u>
energy	<u> </u>	mariner	<u> </u>	maligner	<u> </u>	enlightener	<u> </u>
planer	<u> </u>	columnar	<u> </u>	container	<u> </u>	distraîner	<u> </u>
donor	<u> </u>	spanner	<u> </u>	retainer	<u> </u>	regenerate	<u> </u>

earner		stainer		sweetener		regenerative	
garner		deanery		culinary		questioner	
gunner		cleaner		dampener		campaigner	
honor		gleaner		enervate		dragoonier	
keener		mourner		debonair		sustainer	
banner		spinner		designer		discerner	
manner		stunner		dishonor		consignor	
opener		trainer		detainer		coparcener	
gainer		plainer		combiner		sojourner	
repiner		greener		obtainer		*southerner	
veneer		shriner		strainer		souvenir	
whiner		refiner		summoner		determiner	
miner		funeral		demeanor		easterner	
joiner		learner		ignorant		remunerate	
tinner		sickener		luminary		remuneration	
liner		ordinary		gardener		imaginary	
dinner		weakener		milliner		itinerary	
tanner		pioneer		domineer		shortener	
finer		monarch		examiner		constrainer	
winner		parcener		sublunar		veterinary	
ignore		pardoner		falconer		vulnerable	
tuner		partner		impugner		commissioner	
diner		reckoner		machinery		disciplinarian	



a request that you have some one in the bank send us the names of a few good farmers and two or three reliable men who might make good representatives for us.

We know there are busy times when such requests must be laid aside and feel sure that you intend to send us the names in view of the fact that the stamped, self-addressed envelope enclosed with the letter was not used to return William Dollar.

The question is--has the blank been lost or mislaid? If it has, we enclose another with this letter, as well as another stamped, self-addressed envelope.













































In the meanwhile, may we thank you in advance for giving this information.

Very truly yours.
























RULE REVIEW: The syllables "mer" and "mor" are generally written M-stem with the R-hook (A list). Where the R-hook cannot be conveniently shown as, for example, where "mer" follows stems T, D, W, Chay, stems are used for both M and R (B list).

A list:

hammer		slimmer		numeral		enumerate	
hummer		bloomer		numerous		enumeration	
humor		schemer		grammar		enumerator	
rumor		primer		glimmer		agglomeration	
glamor		claimer		consumer		transformer	



clamor 	climber 	plumber 	blasphemer 
summer 	comber 	informer 	Baltimore 
simmer 	creamer 	declaimer 	performer 
roamer 	defamer 	welcomer 	numerical 
murmur 	framer 	perfumer 	conglomerate 
#former 	palmer 	newcomer 	conglomeration 
#farmer 	remorse 	reclaimer 	acclaimer 
reamer 	seemer 	reformer 	innumerable 
rhymer 	skimmer 	embalmer 	chimerical 
comer 	shimmer 	screamer 	disclaimer 
rammer 	skinner 	Sycamore 	agglomerate 

B list:


tremor 	steamer 	streamer 	Bessemer 
tumor 	dreamer 	redeemer 	demurrage 
armor 	drummer 	entomber 	ransomer 
warmer 	stammer 	costumer 	admirable 
trimmer 	charmer 	customer 	astronomer 
dormer 	dimmer 		swimmer 

LESSON 43

Vocabulary

executive  *descriptive 

Phrases

that you have never 

Distinguished from each other.

eyesight y eliminate ly
 vital s defective ly
 device ly #productive ly
 *probably ly #production ly
 insist ph materials ph
 *wherever z hesitation z

this is the b
 there are ly
 that it has been ly
 more and more ly
 together with ly
 did you receive ly

Read
85

[Handwritten shorthand practice on ruled lines]

Write into Shorthand
86

Roper Manufacturing Company
Topeka, Kansas

Gentlemen:

Did you receive our recent letter?
If so, has it had your attention?

We have made a number of claims in the form of direct promises. We said we could do away with a lot of unnecessary handling of materials in your plant, we could reduce your non-productive labor--eliminate to an extent spoilage, and all in all, help you save time, money, and labor.

Now let us ask you a question. Assuming that we can do all we promised, are we offering you something you are interested in?


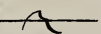

If so, merely place an "X" alongside of the device you feel could be used in your plant and return this letter to us. We will send complete descriptive matter, together with prices, and assist you wherever possible in solving your handling problems.

Very truly yours.

Distinguished from protective and protection respectively.

RULE REVIEW: "Tive" is written by shortening the preceding consonant for the "t" and adding a V-stem; "tively" in such cases would add an upward L. (See next lesson also for "tive" words.)

adaptive		affirmative		accelerative	
deductive		retroactive		*representative	
derivative		attributive		approximative	
resumptive		implicative		anticipative	
exertive		provocative		assimilative	
elective		regulative		enunciative	
*objective		reparative		designative	
accretive		mitigative		elaborative	
adductive		derogative		abstractive	
animative		estimative		restrictive	
defective		retractive		retributive	
depletive		connective		consecutive	
educative		consumptive		deprecative	
adjective		cooperative		distinctive	
primitive		corruptive		exclamative	
executive		definitive		eradicative	
relative		alimentive		evaporative	
repletive		assumptive		amplificative	
lucrative		extractive		vituperative	

eruptive		resorptive		alliterative	
emulative		cumulative		remunerative	
active		superlative		manipulative	
native		nominative		communicative	
revertive		substantive		conservative	
locomotive		separative		contradictive	
receptive		generative		deliberative	
deletive		extirpative		agglomerative	
formative		reformative		reproductive	
motive		correlative		retrospective	
erective		alternative		accumulative	
decorative		presumptive		complicative	
operative		explicative		constrictive	
lacerative		retaliative		amalgamative	
excerptive		legislative		appreciative	
figurative		calculative		contributive	
redemptive		*descriptive		corroborative	
refractive		alleviative		emancipative	
vibrative		explorative		recuperative	
adoptive		associative		reverberative	
decretive		prospective		commemorative	
ulcerative		restorative		depreciative	

appellative	<u>h</u>	conjunctive	<u>h</u>	ameliorative	<u>h</u>
deceptive	<u>h</u>	coagulative	<u>h</u>	annihilative	<u>h</u>
detective	<u>h</u>	comparative	<u>h</u>	appropriative	<u>h</u>
deductive	<u>h</u>	*prerogative	<u>h</u>	regenerative	<u>h</u>
permeative	<u>h</u>	nuncupative	<u>h</u>	expostulative	<u>h</u>
secretive	<u>h</u>	perspective	<u>h</u>	commiserative	<u>h</u>
abortive	<u>h</u>	circulative	<u>h</u>	contemplative	<u>h</u>
violative	<u>h</u>	objurgative	<u>h</u>	coordinative	<u>h</u>
contortive	<u>h</u>	predicative	<u>h</u>	interpretative	<u>h</u>
incentive	<u>h</u>	obstructive	<u>h</u>	illustrative	<u>h</u>
judicative	<u>h</u>	ventilative	<u>h</u>	denunciative	<u>h</u>
imperative	<u>h</u>	imaginative	<u>h</u>	exaggerative	<u>h</u>
absorptive	<u>h</u>	calculative	<u>h</u>	introspective	<u>h</u>
multiplicative	<u>h</u>			administrative	<u>h</u>

LESSON 44

VocabularyPhrases

everybody	<u>h</u>	positively	<u>h</u>	some one	<u>h</u>
person	<u>h</u>	phonograph	<u>h</u>	is the	<u>h</u>
perhaps	<u>h</u>	literature	<u>h</u>	at all times	<u>h</u>
pencil	<u>h</u>	*descriptive	<u>h</u>	by this time	<u>h</u>
devices	<u>h</u>	consummation	<u>h</u>	to other	<u>h</u>

cooperate ↗ manifesting ↘

we feel sure ↘

Read
87

Write into Shorthand
88

Augusta Manufacturing Company
Augusta, Kentucky

Gentlemen:

Is the Barrett Lift Truck purchased from us several weeks ago working out satisfactorily under your conditions?

Our interest in this equipment did not cease with the consummation of the sale, and we ask that you feel free at all times to get in touch with us if at any time it should not work properly.

Perhaps by this time the great saving in time, money, space, and labor through the use of this device has been proven beyond a doubt in your mind, and a desire to extend the system to other departments is present.

If so, permit us to again cooperate with you--manifesting this desire by a pencil notation on the face of this letter--and return to us.

Very truly yours.

RULE REVIEW: Where it is not convenient or possible to half-lengthen the preceding stem, (A list) "tive" is indicated by T-stem with a V-hook; (B list) "tively" by T-stem and V-stem with an L-hook.

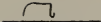
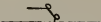

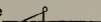
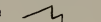

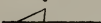


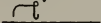
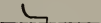





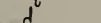

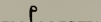
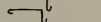

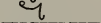


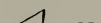


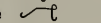

A list:

laudative ↗





































eliminative ↘










justificative ↘

Handwritten shorthand practice on ten lines. The first line includes the number '1210'. The second line includes '2 4 6 8'. The third line includes '5 6 8'. The fourth line includes 'L'. The fifth line includes '6 8'. The sixth line includes 'y = L'. The seventh line includes 'H. J. Heing'. The eighth line includes '6'. The ninth line includes '6'. The tenth line includes '6'.

locative		expositive		suffocative	
recitative		retardative		resuscitative	
rotative		limitative		germinative	
laxative		evacuative		conflictive	
optative		vegetative		fermentative	
vocative		deflective		illuminative	
sedative		corrective		compensative	
sanative		prohibitive		debilitative	
radiative		elucidative		conciliative	
relaxative				exterminative	











B list:

additive-ly		accusative-ly		acquisitive-ly	
assertive-ly		cogitative-ly		adversative-ly	
creative-ly		collective-ly		inquisitive-ly	
restive-ly		effective-ly		approbative-ly	
fictive-ly		reflective-ly		argumentative-ly	
nutritive-ly		ruminative-ly		augmentative-ly	
positive-ly		federative-ly		competitive-ly	
festive-ly		exhaustive-ly		authoritative-ly	
fugitive-ly		sensitive-ly		concentrative-ly	
resistive-ly		emanative-ly		demonstrative-ly	
punitive-ly		meditative-ly		determinative-ly	
negative-ly		transitive-ly		quantitative-ly	

furtive-ly		intuitive-ly		penetrative-ly	
tentative-ly		afflictive-ly		intransitive-ly	
invective-ly		qualitative-ly		contaminative-ly	

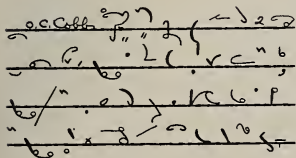
LESSON 45

Vocabulary











unfortunately	
wonderful	
freshened	
turnover	
merchant	
desirous	
started	
person	
doleful	
profits	

Read

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Phrases

they're	
I know they are	
the other day	
we have found	
in any other	
a great many	
it will be	
our own	
it is a	
that other	

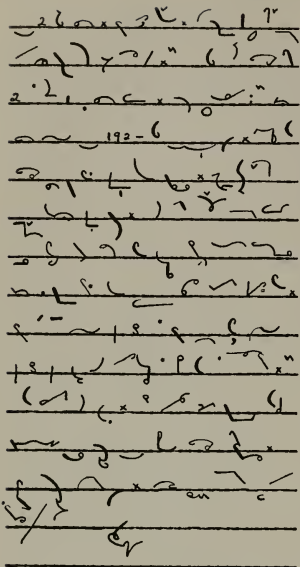
Write into Shorthand

90

Mr. John Bush
926 Spruce Street
Philadelphia, Pennsylvania

Dear Sir:

If I came to you--sat down at
your desk--and said that I could tell
you how you could make a satisfactory



profit in 19--, you wouldn't let me get away until I'd made my words good and given you this information.

Unfortunately, I can't come to you in person, but I've come to you by mail and made just that offer. I've told you that merely for the asking you could learn how to increase your sales, reduce expenses, and stop your losses.

A great many merchants were tired of doing business without making a profit. They asked for the information--and got it. Many have written to thank me for it.

These men realized that to continue as they'd been doing meant little or no profit in 19--, so they were open to be shown how they could do better. I know they are no more progressive than you--no more desirous of enjoying a larger profit.

So I just want to say that the opportunity is still open, and I'll see that you get this information if you'll fill out and send me the enclosed card.

Yours truly.

RULE REVIEW: To distinguish the colloquial from the non-colloquial form, place an apostrophe under the former, as:

I'm	<u> </u>	you'd	<u> </u>	shan't	<u> </u>	who'll	<u> </u>	they've	<u> </u>
I'll	<u> </u>	it'll	<u> </u>	how'll	<u> </u>	hadn't	<u> </u>	mustn't	<u> </u>
I've	<u> </u>	he'll	<u> </u>	don't	<u> </u>	that'll	<u> </u>	shouldn't	<u> </u>
I'd	<u> </u>	we're	<u> </u>	let's	<u> </u>	that's	<u> </u>	they're	<u> </u>

he's	<u>h</u>	we've	<u>w</u>	you've	<u>y</u>	she'll	<u>s</u>	they'll	<u>t</u>
he'd	<u>h</u>	we'll	<u>w</u>	you're	<u>y</u>	they'd	<u>t</u>	there'll	<u>t</u>
we'd	<u>w</u>	she's	<u>s</u>	you'll	<u>y</u>	there's	<u>t</u>	wouldn't	<u>w</u>
'em	<u>e</u>	who's	<u>w</u>	what's	<u>w</u>	wasn't	<u>w</u>	couldn't	<u>c</u>
it's	<u>i</u>	isn't	<u>i</u>	aren't	<u>a</u>	didn't	<u>d</u>	oughtn't	<u>o</u>
she'd	<u>s</u>	won't	<u>w</u>	here's	<u>h</u>	hasn't	<u>h</u>	mightn't	<u>m</u>
can't	<u>c</u>	ain't	<u>a</u>	how's	<u>h</u>	haven't	<u>h</u>	doesn't	<u>d</u>

LESSON 46

Vocabulary

uphold	<u>u</u>	undoubtedly	<u>u</u>
justice	<u>j</u>	*consequence	<u>c</u>
standard	<u>s</u>	additional	<u>a</u>
intended	<u>i</u>	settlement	<u>s</u>
purely	<u>p</u>	deduction	<u>d</u>
limit	<u>l</u>	maturity	<u>m</u>
dealing	<u>d</u>	appreciated	<u>a</u>
period	<u>p</u>	oversight	<u>o</u>
invoice	<u>i</u>	remittance	<u>r</u>
October	<u>o</u>	customers	<u>c</u>
discount	<u>d</u>	yesterday	<u>y</u>

Phrases

we do not feel	<u>w</u>
according to the	<u>a</u>
we feel sure	<u>w</u>
this morning	<u>t</u>
on your part	<u>o</u>
so as to	<u>s</u>
within the	<u>w</u>
in accordance	<u>i</u>
in this instance	<u>i</u>
per cent	<u>p</u>
we surely	<u>w</u>

artery	✓	automatic	h	absorbedly	✓	recapitulate	✓
article	✓	privately	✓	auditorium	✓	consecutive	✓
indorse	✓	political	✓	literature	✓	frontispiece	✓
battery	✓	gigantic	✓	beautiful	✓	problematic	✓
skeptic	✓	dedicate	✓	candidate	✓	impatiently	✓
boundary	✓	prodigal	✓	capitulate	✓	impertinent	✓
British	✓	beautify	✓	captivate	✓	sufficiently	✓
stratum	✓	vertebra	✓	cultivate	✓	prediction	✓
capital	✓	verbatim	✓	syndicate	✓	obliterate	✓
category	✓	cemetery	✓	coordinate	✓	efficiently	✓
estimate	✓	scrutiny	✓	adulterate	✓	predicament	✓
petrify	✓	pertness	✓	absurdity	✓	peremptory	✓
ratify	✓	phonetic	✓	adjudicate	✓	photograph	✓
potato	✓	phantasy	✓	fanaticism	✓	symptomatic	✓
protect	✓	strategy	✓	prodigious	✓	legerdemain	✓
prodigy	✓	rectitude	✓	strategem	✓	pertinacity	✓
October	✓	patriotic	✓	strategic	✓	receptacle	✓
mortify	✓	dentistry	✓	profitable	✓	vituperate	✓
lunatic	✓	schematic	✓	profiteer	✓	vindictive	✓
prediet	✓	ventilate	✓	stupidity	✓	undoubtedly	✓
symptom	✓	mutilate	✓	catalogue	✓	contradiction	✓
certify	✓	indicate	✓	statutory	✓	apologetic	✓
student	✓	affidavit	✓	pragmatic	✓	alphabetical	✓

frantic	<u>6</u>	idiomatic	<u>h</u>	veritably	<u>f</u>	patriotism	<u>g</u>
witness	<u>6</u>	sanctify	<u>9</u>	volunteer	<u>g</u>	commandment	<u>s</u>
phantom	<u>5</u>	sanctity	<u>9</u>	gratitude	<u>7</u>	contradict	<u>h</u>
random	<u>m</u>	amendment	<u>a</u>	Baltimore	<u>v</u>	lieutenant	<u>e</u>
rectify	<u>h</u>	aptitude	<u>y</u>	chromatic	<u>m</u>	subordinate	<u>h</u>
cottage	<u>7</u>	arbitrate	<u>h</u>	piratical	<u>h</u>	legitimate	<u>h</u>
notify	<u>h</u>	heredity	<u>h</u>	portable	<u>h</u>	legitimacy	<u>h</u>
abduct	<u>h</u>	mitigate	<u>m</u>	vindicate	<u>h</u>	sentimental	<u>es</u>
cryptic	<u>h</u>	heritage	<u>h</u>	evidently	<u>h</u>	theoretical	<u>h</u>
potash	<u>h</u>	quantity	<u>h</u>	perfectly	<u>h</u>	mackintosh	<u>h</u>
cement	<u>e</u>	evidence	<u>e</u>	sentiment	<u>es</u>	merchandise	<u>h</u>
deduct	<u>h</u>	eventual	<u>h</u>	continent	<u>e</u>	mathematical	<u>h</u>
bottom	<u>h</u>	stultify	<u>h</u>	prejudice	<u>h</u>	systematic	<u>h</u>
orient	<u>h</u>	moderate	<u>h</u>	antipathy	<u>h</u>	accurately	<u>h</u>
medium	<u>m</u>	oriental	<u>h</u>	pertinent	<u>h</u>	comparative	<u>h</u>
partake	<u>h</u>	cupidity	<u>h</u>	executive	<u>h</u>	intellectual	<u>h</u>
intend	<u>h</u>	military	<u>h</u>	vegetable	<u>h</u>	misfortune	<u>h</u>
partner	<u>h</u>	optimism	<u>h</u>	prismatic	<u>h</u>	disastrous	<u>h</u>
optical	<u>h</u>	momentum	<u>h</u>	gallantry	<u>h</u>	individual	<u>h</u>
pattern	<u>h</u>	vertical	<u>h</u>	intention	<u>h</u>	methodical	<u>h</u>
notify	<u>h</u>	standard	<u>h</u>	integrity	<u>h</u>	notification	<u>h</u>
integral	<u>h</u>	hazardous	<u>h</u>	antagonize	<u>h</u>	appurtenances	<u>h</u>

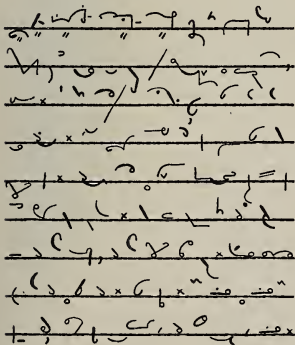
VocabularyPhrases

select	<u> </u>	property	<u> </u>
season	<u> </u>	beautify	<u> </u>
around	<u> </u>	preserves	<u> </u>
*quality	<u> </u>	Reparation	<u> </u>
spreads	<u> </u>	quantity	<u> </u>
gallon	<u> </u>	ordinary	<u> </u>
formula	<u> </u>	invariably	<u> </u>
endure	<u> </u>	ingredient	<u> </u>
*larger	<u> </u>	beautiful	<u> </u>
natural	<u> </u>	*satisfaction	<u> </u>
*effects	<u> </u>	sincerely	<u> </u>

taking care of the	<u> </u>
more than	<u> </u>
as well as	<u> </u>
unless it is	<u> </u>
is an important	<u> </u>
from coast to coast	<u> </u>
because it	<u> </u>
above all	<u> </u>
but there's	<u> </u>
as there is	<u> </u>
we'll be glad	<u> </u>

Read

93

Write into Shorthand

94

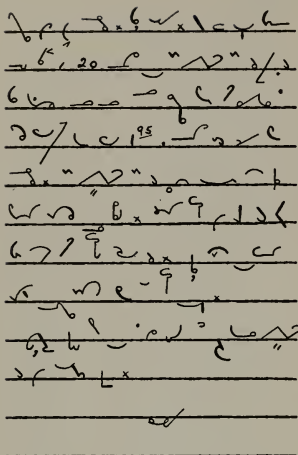
Mr. Lawrence Powell
Evansville, Indiana

Dear Sir:

Spring is here--the season when you will want to look around your property and see what needs to be done.

Does your house need painting? Painting a house can no more be put off with safety than taking care of the teeth. Painting a house does more than beautify--it preserves.

When you select your paints, you will want to get paints that endure and preserve as well as beautify. There is



a great difference in paints. No matter how low the price, no paint is worth having unless it is mixed with the "quality" ingredient.

Expense, of course, is an important item. That is why you will be interested to know that you can get your choice of twenty colors in Reparation paints for only \$1.95 per gallon. This paint is famous from coast to coast because it spreads over a larger surface and wears longer.

Here you have high quality combined with low price. It takes a much larger quantity of ordinary paints to do a job than is necessary with Reparation paint. It is made under a long-tested formula and invariably gives complete satisfaction.

















































































May we show you what beautiful effects you can get with Reparation paints?

Very truly yours.





RULE REVIEW: Where two stems are joined and there is no distinct angle or circle at the junction, neither stem may be shortened for "t" or "d."

Unless the junction is clearly indicated, the stem T or D must be used:

faked		bribed		crooked		approbate	
flaked		calked		frigate		navigate	
peeped		dialect		verdict		hypothecate	
fagged		cooked		inflect		convoked	
gagged		critic		slugged		athletic	
locket		locate		silicate		fatigued	

locked 	select 	Colgate 	suffocate 
probed 	legate 	victory 	cavalcade 
lacked 	licked 	probate 	apathetic 
lagged 	logged 	deflect 	autocratic 
leaked 	milked 	imbibed 	reprobate 
mulct 	popped 	invoked 	dislocate 
vacate 	puppet 	bayonet 	profligate 
reared 	slaked 	cracked 	deteriorate 
infect 	sulked 	prohibit 	bifurcate 
judged 	afflict 	litigate 	litigation 
kicked 	evoked 	platinum 	equivocate 
evict 	reflect 	invoke 	hypothetic 
fagot 	flocked 	disliked 	disinfect 
liked 	flogged 	propped 	congregate 
caked 	flecked 	pathetic 	aggregate 
ligate 	convict 	conflict 	adjudged 
lurked 	creaked 	conflict 	hibernate 
bulked 	cricket 	inflict 	defalcate 
botany 	factory 	squawked 	segregate 
bobbed 	slicked 	squeaked 	prejudged 

In the following words the T-stem is used because the half-length *l*sh would look like a Shun-hook on the L-stem:

demolished  embellished  polished  abolished 

Vocabulary

inventory	<u> </u>	*satisfactory	<u> </u>
intention	<u> </u>	approximate	<u> </u>
ascertain	<u> </u>	indebtedness	<u> </u>
accurate	<u> </u>	enumerated	<u> </u>
*owe	<u> </u>	successful	<u> </u>
fixtures	<u> </u>	*experience	<u> </u>
whereas	<u> </u>	miscellaneous	<u> </u>
ordinary	<u> </u>	definitely	<u> </u>
arrived	<u> </u>	comprehensive	<u> </u>
*privilege	<u> </u>	merchandise	<u> </u>
spirit	<u> </u>	*altogether	<u> </u>
beautiful	<u> </u>	depreciated	<u> </u>

Read
95

Phrases

shoe store	<u> </u>
we are therefore	<u> </u>
a great deal	<u> </u>
in our opinion	<u> </u>
one of the most	<u> </u>
how much you	<u> </u>
did you	<u> </u>
what would be	<u> </u>
with such a	<u> </u>
your own business	<u> </u>
with us	<u> </u>
*according to	<u> </u>

Write into Shorthand

96

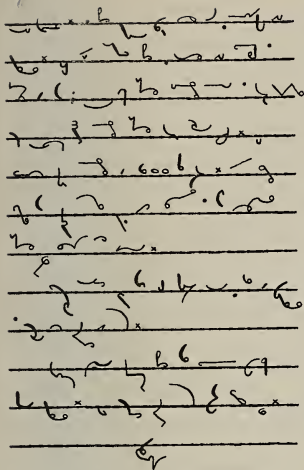
Freeman & Company
Burlington, Iowa

Gentlemen:

Your statement dated December 31, 1921, has arrived; and we want to compliment you upon the fact that in our opinion it is one of the most comprehensive statements we have had the privilege to receive.

The beautiful part of the statement is the fact that we know the figures are absolutely correct. It also shows that you have made considerable progress over a year ago. This fact, when con-

[Handwritten shorthand practice on ruled lines, corresponding to the text on page 95.]



nected with the business conditions in general, shows the right spirit. We predict for you the successful year that you are looking forward to if you will continue to conduct your business as you did last year. Particularly, watch the expense items.

In analyzing the statement, we notice that your merchandise indebtedness last year was 48.61% of the value of your merchandise on hand. This year the merchandise indebtedness is 34.59% of your merchandise on hand. Your expense figured 34.15% of the sales last year, whereas this year it is only 16% of the sales.

We are also pleased to know that you are not attempting to fool yourself in the value of your fixtures and have depreciated the same \$480. At the same time, the indebtedness on the fixtures has been reduced about \$400.

Altogether, summing up the statement, it shows that you have made progress in the year 19---, and that is saying a great deal.

We thank you for submitting the statement.

Cordially yours.

RULE REVIEW: Where the preceding stem may be shortened, "tory" is indicated by half-lengthening the preceding stem for the T and using upward

R. (See following lesson.)

auditory	<u>✓</u>	appellatory	<u>✓</u>	vacillatory	<u>✓</u>
crematory	<u>✓</u>	retaliatory	<u>✓</u>	recapitulatory	<u>✓</u>

vibratory	<u>W</u>	ambulatory	<u>W</u>	exculpatory	<u>—W</u>
predatory	<u>W</u>	exhibitory	<u>W</u>	observatory	<u>W</u>
salutatory	<u>W</u>	extirpatory	<u>W</u>	oscillatory	<u>W</u>
repertory	<u>W</u>	acclamatory	<u>W</u>	nuncupatory	<u>W</u>
laudatory	<u>W</u>	declamatory	<u>W</u>	conservatory	<u>W</u>
mandatory	<u>W</u>	emendatory	<u>W</u>	preservatory	<u>W</u>
mediatory	<u>W</u>	refutatory	<u>W</u>	contributory	<u>W</u>
natatory	<u>W</u>	redemptory	<u>W</u>	preambulatory	<u>W</u>
inventory	<u>W</u>	preceptory	<u>W</u>	refrigeratory	<u>W</u>
rotatory	<u>W</u>	reformatory	<u>W</u>	reverberatory	<u>W</u>
desultory	<u>W</u>	retributory	<u>W</u>	commendatory	<u>W</u>
simulatory	<u>W</u>	lacrimatory	<u>W</u>	corroboratory	<u>W</u>
defamatory	<u>W</u>	lucubratory	<u>W</u>	congratulatory	<u>W</u>
amendatory	<u>W</u>	elucidatory	<u>W</u>	manipulatory	<u>W</u>
laboratory	<u>W</u>	exclamatory	<u>W</u>	recuperatory	<u>W</u>
peremptory	<u>W</u>			recommendatory	<u>W</u>

LESSON 49

Vocabulary

factory W *performance W
 sincere W extremely W

Phrases

in the future W
 length of time W

*republic	<u>Λ</u>	sufficient	<u>ε</u>	at all times	<u>ε</u>
*opinion	<u>∫</u>	*responsibility	<u>ε</u>	we may know	<u>ε</u>
*owners	<u>ε</u>	photograph	<u>ε</u>	as it is	<u>ε</u>
*degree	<u>ε</u>	operation	<u>∨</u>	from time to time	<u>ε</u>
intimate	<u>∫</u>	*satisfaction	<u>ε</u>	that you have been	<u>ε</u>
vitality	<u>∨</u>	sincerity	<u>ε</u>	if you would be kind enough	<u>ε</u>
haulage	<u>∨</u>	identical	<u>∫</u>	in this matter	<u>ε</u>
desirous	<u>ε</u>	incidentally	<u>ε</u>	assuring you	<u>ε</u>
actual	<u>∫</u>	*advertising	<u>ε</u>	it wouldn't be	<u>ε</u>

Read
97

Write into Shorthand
98

Mr. Leslie M. Jones
Crown Point, Indiana

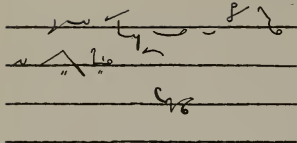
My dear Mr. Jones:

Please accept my very sincere thanks for the confidence you have shown in the Republic product and the Republic factory by your recent purchase of a Republic truck.

I want you to know that we are vitally interested in the future performance of your truck and will be extremely glad to receive a letter from you after your truck has been driven a sufficient length of time to enable you to form an opinion about it.

We feel that our responsibility to Republic owners does not end with the completion of the sale, and we are desirous of keeping in intimate touch with them at all times so that we may

[Handwritten shorthand practice on ruled lines, corresponding to the text on the right side of the page.]



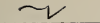


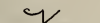


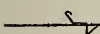


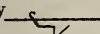


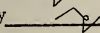


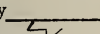


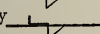


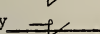


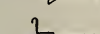


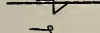


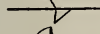


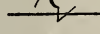


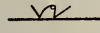


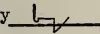


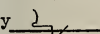

know just what degree of satisfaction our trucks are giving.

You will be interested to know that we are placing your name on our mailing list to receive our magazine, "Haulage Hints," as it is issued from time to time.

Very truly yours.







RULE REVIEW: Where the "t" in "tory" cannot conveniently be shown by half-lengthening the preceding stem, the T-stem is used followed by Ree. Note that K-tory or G-tory are written with the T-stem:

expiratory		extenuatory		exploratory	
punitory		declaratory		propitiatory	
minatory		aspiratory		preparatory	
gyratory		explanatory		retardatory	
nugatory		expository		*manufactory	
olfactory		trajectory		*satisfactory	
executory		joculatory		justificatory	
piscatory		fumigatory		exterminatory	
probatory		negotiatory		reciprocatory	
purgatory		obsecratory		remuneratory	
damnatory		evacuatory		excommunicatory	
signatory		immigratory		denunciatory	
migratory		predicatory		confiscatory	
victory		enunciatory		reproductory	




monitory		vindictory		appreciatory	
narratory		expurgatory		exaggeratory	
placatory		prohibitory		compulsatory	
obligatory		respiratory		equivocatory	
repository		fulminatory		interlocutory	
judicatory		ejaculatory		supplicatory	
dedicatory		circulatory		compensatory	
accusatory		valedictory		amplificatory	
directory		explicatory		renunciatory	
expiatory		approbatory		condemnatory	
lavatory		premonitory		contradictory	
pulsatory		reprobatory		commemorative	
advocatory		restoratory		introductory	
osoulatory		eliminatory		*interrogatory	
promontory				supererogatory	

LESSON 50

Vocabulary

stamped		desirability	
insert		cooperate	
admired		illustrate	

Phrases

as may be	
few days ago	
taking the liberty	

*publish	beautiful
assured	specializes
liberty	*publicity
moderate	*architects
envelope	prominently
colors	draughting
seekers	sincerely
courtesy	cooperation

to have the
a number of
two or three
in replying
with us
on our
is a
we illustrate

Read

99

Handwritten shorthand practice on ten lines, corresponding to the words in the 'Read' section above.

Write into Shorthand

100

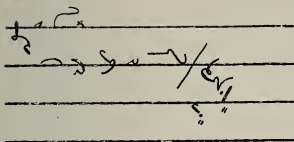
Mr. Wilbur Fitch
30 North Michigan Avenue
Chicago, Illinois

Dear Sir:

While passing through Glencoe a few days ago, I much admired the very beautiful cottage that you designed for Mr. Nelson. It is certainly exceptionally well handled.

I am taking the liberty of asking you to allow us to publish Mr. Nelson's cottage in BUILDING AGE, for which we have his permission. We plan to present one view either on our front cover or on a special insert printed in colored ink; in either case, the architect's name and the location of the house will be displayed prominently underneath.

We would appreciate your loaning us the plans. Blueprints will do, as we are prepared to draw all sketches here in our office. As our draughting



department, of course, specializes in drawings for reproduction, you may be assured of an adequate presentation.

It will certainly be a pleasure to illustrate some of your work, and I sincerely trust to have the courtesy of your cooperation.

Very truly yours.

RULE REVIEW:

I. The general rule is that half-lengthening may not be used for final "t" or "d" if a vowel follows.

II. In words of three or more syllables, however, ending in "ty" the final "y" sound is omitted and the outline terminates with a half-length.

III. Where the outline ends in "ility," the consonant L is indicated by an L-stem half-lengthened for the "t":

1. Where only one stem would remain if an L-hook were used, as:

ability not .

2. Where the L-hook cannot be conveniently shown, as:

retrievability .

In other cases the "l" is shown by an L-hook, as: removability

ability <u> </u>	availability <u> </u>	applicability <u> </u>
agility <u> </u>	removability <u> </u>	measurability <u> </u>
futility <u> </u>	reputability <u> </u>	apprehensibility <u> </u>
risibility <u> </u>	fallibility <u> </u>	negotiability <u> </u>

utility		feasibility		*changeability	
mutuality		flexibility		compatibility	
actuality		venerability		retrievability	
credulity		eligibility		fermentability	
proclivity		immovability		conventionality	
activity		navigability		reprehensibility	
motivity		illegibility		*objectionability	
captivity		credibility		permissibility	
locality		reversibility		reproductivity	
liability		accessibility		radioactivity	
liberty		admissibility		*exchangeability	
audibility		conductivity		accountability	
majority		assignability		communicability	
*capability		absorbability		compressibility	
sensibility		acceptability		conducibility	
nationality		adaptability		conductibility	
amenability		agreeability		conformability	
receptivity		alienability		contemptibility	
reluctivity		advisability		computability	
affability		alterability		creditability	
amiability		possibility		deplorability	
legibility		permeability		contractibility	

fusibility	<u> </u>	plausibility	<u> </u>	convertibility	<u> </u>
nobility	<u> </u>	variability	<u> </u>	preservability	<u> </u>
debility	<u> </u>	desirability	<u> </u>	serviceability	<u> </u>
stability	<u> </u>	detachability	<u> </u>	imperceptibility	<u> </u>
sociability	<u> </u>			comprehensibility	<u> </u>

LESSON 51

Vocabulary

Phrases

platform	<u> </u>	eliminated	<u> </u>
busier	<u> </u>	literature	<u> </u>
operation	<u> </u>	installations	<u> </u>
engineer	<u> </u>	inexpensive	<u> </u>
hesitate	<u> </u>	accomplished	<u> </u>
piling	<u> </u>	investment	<u> </u>
*signify	<u> </u>	signature	<u> </u>
source	<u> </u>	misplaced	<u> </u>

together with the	<u> </u>
three or four	<u> </u>
may we suggest	<u> </u>
your own	<u> </u>
do away	<u> </u>
to another	<u> </u>
before it	<u> </u>
on and off	<u> </u>

Read
101

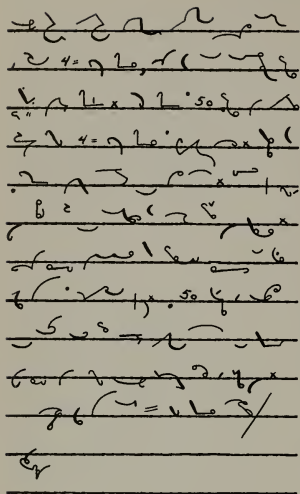
Write into Shorthand
102

Webster Manufacturing Company
Racine, Wisconsin

Gentlemen:

You were talking with Mr. C. E. Martin the other day about the material handling problems in your plant. He

Handwritten shorthand notes:
 4320
 166



asked us to send you the attached information on Barrett Lift Trucks and Steeleg Platforms.


The more truckers you have using the old-style trucks, and the busier they are, the greater your loss. It does not come from lost time or loafing, but from too much unnecessary labor.



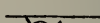
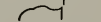



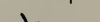

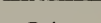

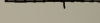
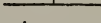
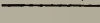
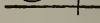
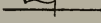
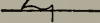

All that loading and unloading, piling and repiling of materials can be eliminated by the use of Barrett Lift Trucks and our Steeleg Platforms. Your materials will be loaded on these platforms and moved from one operation to another without rehandling.

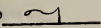
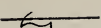

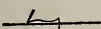
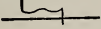

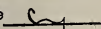
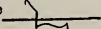

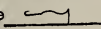
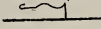


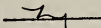


If you can't make up your selection from the enclosed literature don't hesitate to ask us for help--our engineer in your city will gladly call again and go over your conditions with you.

Yours very truly.

RULE REVIEW: The termination "minate" is written with the three stems

M, N, and T, thus: 




























ruminate		eliminate		bituminate	
laminare		fulminate		alumniate	
nominate		abominate		contaminate	
emanate		innominate		incriminate	
dominate		germinate		disseminate	
acuminate		terminate		*discriminate	

staminate		illuminate		exterminate	
geminate		denominate		determinate	
verminate		predominate		prenominate	
culminate		calumniate		recriminate	
criminate		ingeminate		indeterminate	
		effeminate			

LESSON 52

Vocabulary

Phrases

ignored		confidence		unless there is	
entirely		disappointed		at the same time	
concern		*circumstance		in view of the fact	
really		*extraordinary		two or three times	
portion		indefinitely		a great deal	
season		settlement		must have	
attitude		courteously		of all	
*endeavor		discouraging		in a way	
customer		connection		from week to week	

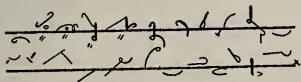
Read
103

Write into Shorthand
104

Mr. Arnold Taylor
Keokuk, Iowa

Dear Sir:

After writing you several letters.



we are wondering what we can expect in connection with payment of your account.

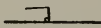
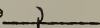


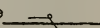

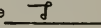
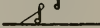

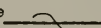
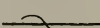

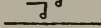
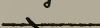

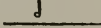
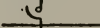

Having looked for your check from week to week, we have delayed saying anything that might show an attitude of concern in connection with the account; but, Mr. Taylor, you do not expect us to carry the account indefinitely, do you? Our regular terms, and the major portion of our customers abide by them, are thirty days net or two per cent for payment of all invoices on the 10th of the following month.

Our house has always had a great deal of confidence in you, and we feel that something extraordinary must have prevented you from handling this account in the way that it should have been.

Can we not look forward to an early settlement?

Very truly yours.

RULE REVIEW: The syllable "dence" or "dance" is written D-stem and the N-hook covered by an S-circle:

cadence		ascendance		concordance	
voidance		expedience		forbiddance	
accidence		residence		despondence	
impedance		impudence		antecedence	
guidance		obedience		disobedience	
audience		avoidance		coincidence	

biddance		decadence		confidence	
riddance		redundance		precedence	
credence		diffidence		resplendence	
radiance		providence		attendance	
prudence		irradiance		impudence	
#abundance				correspondence	

LESSON 53

VocabularyPhrases

total		remittance		during the	
situated		expensive		a great many	
season		assurance		of these	
offense		*difficult		I believe	
cordial		*surprised		length of time	
solicited		mentioned		on the contrary	
*quality		accounting		we believe	
invoices		outstanding		from our	

Read
105

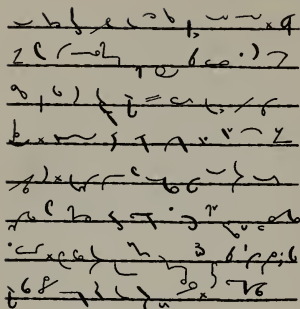
Write into Shorthand
106

Mr. Harry Collins
Bowling Green, Kentucky

Dear Sir:

If many accounts, either large or

Distinguished from abandon.



small, pass the maturity date any length of time, the total will soon make a very large sum of money, and they become difficult and expensive to handle.

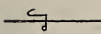
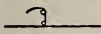
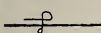
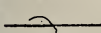
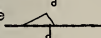
This is mentioned so you will know why your remittance is solicited, and we believe that you, knowing the reason, will not take offense but on the contrary will want to oblige by making payment.

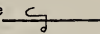
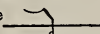
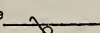
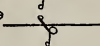
With the assurance of our cordial good wishes, we are

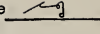
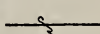
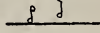
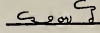
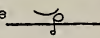
Very truly yours.

RULE REVIEW: The syllable "tence" or "tance" is written with the T-stem and the N-hook covered by an S-circle:

pittance		admittance		consistence	
pretence		reluctance		permittance	
penitence		inductance		coexistence	
instance		competence		disinheritance	
potence		expectance		remonstrance	
distance		insistence		inheritance	
hesitance		resistance		omnipotence	
entrance		assistance		precipitance	
exultance		remittance		concomitance	
substance		impenitence		incompetence	
renitence		exorbitance		intermittance	

















quittance 
 hesitance 
 existence 
 impotence 
 repentance 

acquittance 
 inhabitation 
 persistence 
 subsistence 









recalcitrance 
 plenipotence 
 *circumstance 
 acquaintance 
 inconsistency 

LESSON 54

Vocabulary

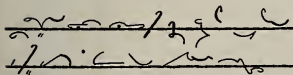
total 	*describes 
recommend 	properties 
funded 	subsidiaries 
yield 	depreciated 
required 	requirement 
reserve 	independent 
detail 	anticipate 
circular 	improvement 

Phrases

in that city 
 less than 
 we suggest 
 that our 
 for the past 
 on its 
 of these 
 high grade 

Read

107


 65 Wed, 6/19/49 190 1/2

Write into Shorthand

108

Mr. Frank G. Nelson
 Rome, Georgia

Dear Mr. Nelson:

We offer and recommend

GEORGIA RAILWAY AND ELECTRIC COMPANY
Refunding and Improvement Mortgage
5% Bonds
due January 1, 1949

The Company and its subsidiaries serve Atlanta, Georgia, doing the entire electric light and power, street railway, steam heating and gas business in that city and vicinity.

The entire funded debt of the Company is less than \$17,000,000, while the properties are valued on a depreciated basis at over \$47,000,000. Net earnings are over 2.90 times total interest requirements.

The enclosed circular describes the issue in detail. At the offering price of $90\frac{1}{2}$, the bonds yield about $5\frac{3}{4}\%$, and are a good investment value. If you wish to purchase bonds, we suggest that you send in the order without delay.

Yours very truly.

RULE REVIEW: The syllable "tel" is written by half-lengthening the preceding stem for the "t" and using an L-stem for the "l." "Del" words are distinguished by writing D-stem with an L-hook. (See next lesson.)

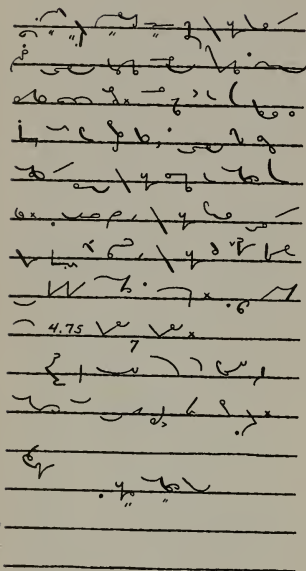
mettle		beetle		cuttle		abuttal	
natal		portal		kettle		brittle	
petal		brutal		mottle		projectile	
title		tittle		spittle		chattel	

wattle <u>✓</u>	kirtle <u>7</u>	prattle <u>7</u>	fertile <u>7</u>
vital <u>7</u>	mutual <u>7</u>	entitle <u>7</u>	rebuttal <u>7</u>
metal <u>✓</u>	bottle <u>7</u>	whittle <u>✓</u>	embattle <u>7</u>
total <u>7</u>	rattle <u>7</u>	marital <u>7</u>	requital <u>7</u>
until <u>7</u>	futile <u>7</u>	victual <u>7</u>	immortal <u>7</u>
fettle <u>7</u>	nettle <u>7</u>	brattle <u>7</u>	acquittal <u>7</u>
retail <u>7</u>	tattle <u>7</u>	scuttle <u>7</u>	throttle <u>7</u>
myrtle <u>7</u>	turtle <u>7</u>	chortle <u>7</u>	volatile <u>✓</u>
mortal <u>7</u>	battle <u>7</u>	startle <u>✓</u>	mercantile <u>7</u>

LESSON 55

<u>Vocabulary</u>		<u>Phrases</u>
model <u>7</u>	fundamental <u>7</u>	this is the <u>7</u>
utility <u>7</u>	conservative <u>7</u>	increasing their <u>7</u>
glossary <u>7</u>	securities <u>7</u>	extending their <u>7</u>
concise <u>7</u>	*describes <u>7</u>	making their <u>7</u>
* language <u>7</u>	*regularly <u>7</u>	more and more <u>7</u>
ability <u>7</u>	substantial <u>7</u>	of their <u>7</u>
yield <u>7</u>	*experienced <u>7</u>	that their <u>7</u>
maturity <u>7</u>	diversified <u>7</u>	which have a <u>7</u>
*public <u>7</u>	constantly <u>7</u>	some of them <u>7</u>
prepared <u>7</u>	*indispensable <u>7</u>	it will be of interest <u>7</u>

Read
109



Write into Shorthand
110

Mr. Paul Abbott
Cambridge, Massachusetts

Dear Mr. Abbott:

So many factors contribute to the safety of Public Utility Bonds that some of them are apt to be overlooked even by those who regularly invest in these bonds.

With this in mind, we have prepared a booklet, "The Model Investment," which explains the fundamental reasons for the high regard in which this class of securities is held by conservative investors. We are sending you a copy in the belief that it will be of interest to you.

This is the first of a series of three booklets. The second, "The Inside Workings of a Bond House," describes in detail the steps we take in investigating an issue of bonds before we buy it. The third, "The Language of Bonds," is a concise glossary of the terms most often used in the bond business. These two booklets will be gladly sent you on request.

Cordially yours.

RULE REVIEW: (See preceding lesson.) "Del" is distinguished from "tel" by writing "del" D-stem with an L-hook. (See next lesson.)

huddle		riddle		cradle		ruddle		infidel	
medal		peddle		noddle		peddler		middleman	

middle		bridal		fuddle		boodle		straddle	
tidal		dawdle		coddle		hurdle		fidelity	
pedal		muddle		beadle		fiddle		fiddler	
ladle		paddle		cuddle		needle		swaddling	
model		waddle		girdle		puddle		tweedle	
yodel		feudal		meddle		swaddle		twiddle	
poodle		toddle		noodle		wheelde		treadle	
piddle		curdle		saddle		twaddle		middlings	

LESSON 56

Vocabulary

handled		desserts	
economy		perfecting	
women		gelatine	
watched		delicious	
cleanly		sparkling	
current		*uniformed	
connect		precious	
unique		quantity	
sugar		favorite	
extracts		magazine	

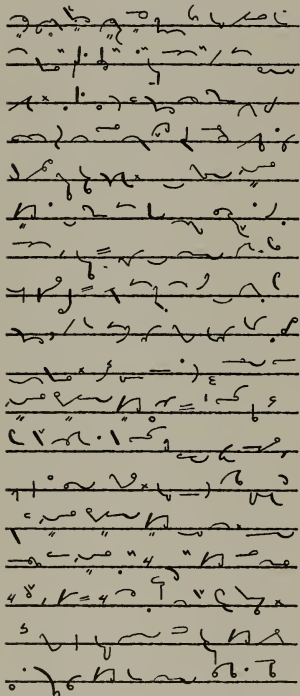
Phrases

more and more	
by the other	
in receipt of a letter	
copy of these	
as well as	
not only	
each other	
I believe	
I am sure	
because it	

girls sweetened
 experts cooperate

if you would
 let me know

Read
 111



Write into Shorthand
 112

Randall Grocery Store
 Elizabeth, Kansas

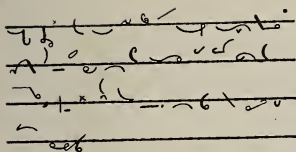
Gentlemen:

I am today in receipt of a letter from one of your customers who has been reading Knox advertisements in the current magazines, asking me to send her copy of my recipe books, "Dainty Desserts" and "Food Economy." Her name is Mrs. Wilbur Baumann.

As I want to keep you advised of your customer's interest, I am also sending you copy of these books.

If you will kindly reply to the questions on the enclosed postcard, it will enable me to help your business as well as my own and connect your store with the national advertising campaign now running in the women's magazines, featuring original and unique recipes.

The ready sweetened and prepared brands do not sell sugar, flavoring extracts, nuts, fresh and canned fruit, etc., all of which you want to move. Knox Gelatine does sell them; my recipe feature them, and each package of Knox Gelatine makes four pints of jelly against one pint made by the other brands, so you not only make a better profit but your customers receive better value when you sell them Knox Gelatine.



Fill out the enclosed blank with a list of your customers and they will receive my recipe books with the compliments of your store.

It will be a pleasure to cooperate with you--for the greater your success, the greater mine.

Very truly yours.

RULE REVIEW: When "del" is preceded by an N-hook, it is indicated by shortening the stem preceding for the D and using the L-stem:

windle	_____	kindle	_____	fondle	_____	scandal	_____	dwindle	_____
bundle	_____	handle	_____	dandle	_____	spindle	_____	swindle	_____
candle	_____	vandle	_____	Randall	_____	brindle	_____	trundle	_____

LESSON 57

VocabularyPhrases

limited	_____	frequency	_____
hearty	_____	officers	_____
*welcome	_____	depositors	_____
learn	_____	resources	_____
distant	_____	completeness	_____
sincere	_____	newcomers	_____
*dignity	_____	pamphlet	_____

personal interest	_____
of its	_____
at least	_____
at our	_____
personal treatment	_____
among our	_____
call upon	_____

cordial 7 acquainted 5because of the 7Read

113

Write into Shorthand

.114

Mr. Benjamin T. Webster
Toledo, Ohio

Dear Sir:

We are glad to learn that you have recently moved to Toledo, and are writing to extend a cordial welcome and a hearty hand clasp.

We want all newcomers to Toledo to visit this bank if only to convince them that here, at least, is one bank that is not of the cold and distant type. You will get courteous, personal treatment in any department you may call upon.

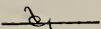
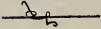
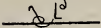
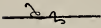
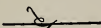
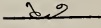
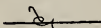
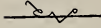
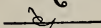

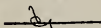
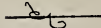
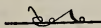
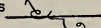
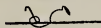
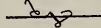
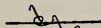
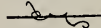
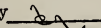
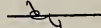
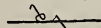
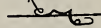
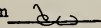
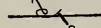

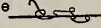
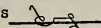
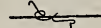
To show you just how our different departments can serve you, we enclose a pamphlet entitled, "Getting The Most Out Of Your Bank." This pamphlet explains a few of the services which we should like to render you.

Won't you come in and get acquainted? You will find the latch-string always out and a hearty welcome awaiting you.

Sincerely yours.





RULE REVIEW: "Personal" in most cases phrases well with the following words, as:

personal action appersonal knowledge ap" estate ap" privilege ap





personal affairs		personal statement	
" contact		" treatment	
" use		" relations	
" favors		" appearance	
" check		" interview	
" effects		" attention	
" service		" qualifications	
" liberty		" observation	
" pronoun		" information	
" property		" efficiency	
" opinion		" investigation	
" equation		" belongings	
" interest		" correspondence	
" expenses		personally acquainted	

LESSON 58

Vocabulary

board	
cordial	
naturally	
corrugated	

Phrases

in spite of the fact	
from time to time	
in some way	
as we have said	

courtesy 7with us 6merit ~good morning ~Read
115Write into Shorthand
116Mr. R. M. Sampson
Lancaster, Pennsylvania

My dear Mr. Sampson:

Good Morning! In spite of the fact that you were unable to place the business with us on Corrugated Boxes, we cannot help but thank you for the cordial courtesy you extended to us.

We are naturally making every effort to build up a business which will merit your confidence, but you can readily understand, we cannot always bid the lowest prices.

Conditions change from time to time, however, and if you will allow us the opportunity of quoting on your next inquiry, we may be in a position to give you a price which will get us the business.

Yours very truly.

RULE REVIEW: The word "board" when standing alone is written 7.

In phrases or as a part of a compound word, it is written half-length

B-stem with the R-hook:

keyboard 7baseboard 7board of trustees 7sideboard 7switchboard 7board of education 7

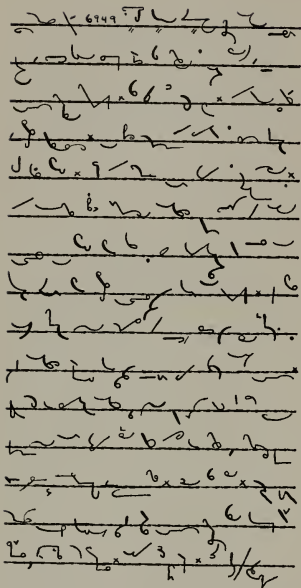
billboard	<u> </u>	blackboard	<u> </u>	board of trade	<u> </u>
cardboard	<u> </u>	aboveboard	<u> </u>	board of review	<u> </u>
seaboard	<u> </u>	pasteboard	<u> </u>	board of directors	<u> </u>
buckboard	<u> </u>	labor board	<u> </u>	board of health	<u> </u>
overboard	<u> </u>	State board	<u> </u>	board of supervisors	<u> </u>

LESSON 59

VocabularyPhrases

patient	<u> </u>	contentment	<u> </u>	year after year	<u> </u>
prefers	<u> </u>	individual	<u> </u>	years and years	<u> </u>
politics	<u> </u>	substantial	<u> </u>	it is therefore	<u> </u>
producer	<u> </u>	scientific	<u> </u>	in this way	<u> </u>
welfare	<u> </u>	constitutes	<u> </u>	at least	<u> </u>
fortunes	<u> </u>	conservative	<u> </u>	trust company	<u> </u>
* ownership	<u> </u>	thoroughly	<u> </u>	at their	<u> </u>
period	<u> </u>	naturally	<u> </u>	four or five	<u> </u>
income	<u> </u>	undoubtedly	<u> </u>	in order	<u> </u>
earnestly	<u> </u>	disappearing	<u> </u>	rather than	<u> </u>
* probably	<u> </u>	astounding	<u> </u>	on the part of the	<u> </u>
estate	<u> </u>	accumulated	<u> </u>	after you have	<u> </u>

Read
117



Write into Shorthand
118

Mr. Frank Harris
110 East 42nd Street
New York, New York

Dear Sir:

You undoubtedly are deeply interested in protecting the welfare of your family after you have gone. You may have accumulated an estate ample to insure them a comfortable living, but have you taken any steps to prevent this estate disappearing when you are no longer here to watch over it?

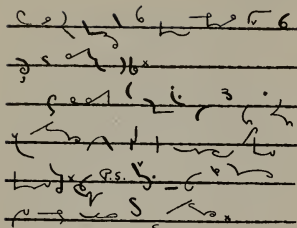
The number of fortunes that have wasted away through the lack of business judgment on the part of the heirs is astounding--probably you know of at least one.

You can prevent your estate disappearing in this way by putting it in the hands of a responsible trust company. Our more than 38 years of banking and investment experience is at your disposal in this connection at any time.

Yours very truly,

RULE REVIEW: "N" before "ment" may be omitted from the shorthand outline where impossible or inconvenient to show:

assignment	<u>h</u>	abandonment	<u>h</u>	condonement	<u>h</u>
attainment	<u>h</u>	consignment	<u>h</u>	enshrinement	<u>h</u>
cantonment	<u>h</u>	enchantment	<u>h</u>	disenchantment	<u>h</u>



I want you to notice the general clean workmanship; the resistance of the board to the touch of your finger; and the general toughness and appearance of the boxes.

It took us quite a little while to break in the help and get our organization together, but we are proud to say that we appreciate the complimentary remarks which are being made about our boxes.

Very truly yours.

RULE REVIEW: The termination "mentary" is written M-stem with an N-hook, half-length, and upward R (Ree):

elementary	<u> </u>	documentary	<u> </u>	supplementary	<u> </u>
momentary	<u> </u>	rudimentary	<u> </u>	complimentary	<u> </u>
pigmentary	<u> </u>	tenementary	<u> </u>	testamentary	<u> </u>
alimentary	<u> </u>	sacramentary	<u> </u>	complementary	<u> </u>
segmentary	<u> </u>	sedimentary	<u> </u>	*parliamentary	<u> </u>
fragmentary	<u> </u>	filamentary	<u> </u>	instrumentary	<u> </u>

LESSON 61

Vocabulary

modern	<u> </u>	fundamental	<u> </u>
founded	<u> </u>	Wilkes-Barre	<u> </u>

Phrases

because of the fact	<u> </u>
length of time	<u> </u>

industry	<u>y</u>	*principles	<u>z</u>
ordinary	<u>z</u>	deductions	<u>o</u>
provided	<u>y</u>	*universal	<u>z</u>
alike	<u>l</u>	thoroughly	<u>z</u>
*mistaken	<u>o</u>	expiration	<u>z</u>
customer	<u>z</u>	Williamsport	<u>z</u>
detail	<u>z</u>	remittance	<u>z</u>
discount	<u>z</u>	organization	<u>z</u>
invoice	<u>y</u>	*privilege	<u>z</u>

Read
121

for instance	<u>y</u>
we do not	<u>z</u>
let us know	<u>z</u>
this morning	<u>z</u>
was received	<u>z</u>
it will be	<u>z</u>
in your case	<u>z</u>
as a	<u>z</u>
it is possible	<u>z</u>

Write into Shorthand
122

Mr. J. S. Gibbon
Williamsport, Pennsylvania

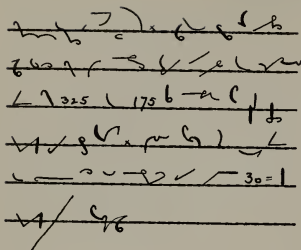
Dear Mr. Gibbon:

This morning a check was received from you, paying the invoice of September 20.

In making out this check \$4.82 was deducted as discount. This amount would be right provided the remittance had been received within the ten-day period, but we do not believe that you wish us to allow the discount, as our terms are 2 per cent ten days, net thereafter.

As a good business man, you wish to trade with an organization that treats each and every customer exactly

[Handwritten shorthand practice lines on ruled paper, showing various symbols and strokes.]



alike. Otherwise you would never be sure that you were getting the best prices. We do not believe that you wish us to make an exception in your case, as it would be only fair to our customers to allow them the same privilege.

Should we be mistaken in this, if you will let us know, it will be a pleasure to go into the matter in detail with you.

Very truly yours.

RULE REVIEW: I. The suffix "mental-ly" is indicated by the word sign for "mental" o written on the line. The part of the word preceding the suffix is treated as a separate word and is written in the position it would occupy if standing alone, as instru-mental ya.

rudimental	<u>ya</u>	elemental-ly	<u>o</u>	supplemental-ly	<u>ya</u>
regimental	<u>o</u>	sacramental	<u>o</u>	ornamental-ly	<u>o</u>
sedimental	<u>o</u>	nutrimental	<u>ya</u>	monumental-ly	<u>o</u>
documental	<u>o</u>	tenemental	<u>o</u>	detrimental-ly	<u>o</u>
argumental	<u>o</u>	testamental	<u>o</u>	sentimental-ly	<u>ya</u>
momental	<u>o</u>	ligamental	<u>ya</u>	instrumental-ly	<u>ya</u>
fermental	<u>o</u>	recremental	<u>ya</u>	experimental-ly	<u>ya</u>
alimental	<u>o</u>	departmental	<u>o</u>	fundamental-ly	<u>o</u>
segmental	<u>o</u>	complemental	<u>o</u>	*developmental	<u>ya</u>
fragmental	<u>o</u>	firmamental	<u>o</u>	temperamental-ly	<u>o</u>

atramental 1 excremental 5 environmental 2
 pedimental 2 medicamental 2 presentimental 2
 impedimental 2

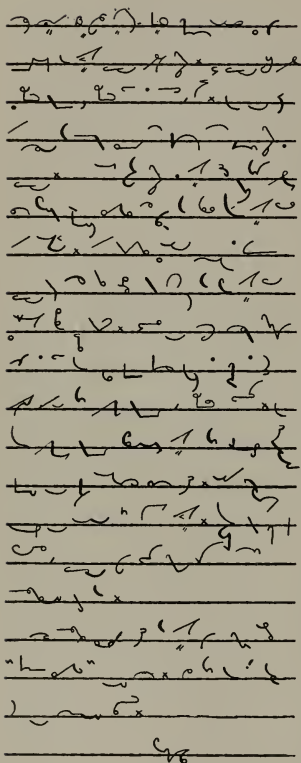
II. The suffix "mentality" is indicated by writing the entire outline in first position--the "ment" for mentality being disjoined:

sentimentality 2 instrumentality 2 fundamentality 2

LESSON 62

<u>Vocabulary</u>		<u>Phrases</u>
essential <u>1</u>	instruction <u>2</u>	after you have had a <u>2</u>
royal <u>1</u>	guarantee <u>2</u>	there is anything about <u>2</u>
dealer <u>2</u>	continuous <u>2</u>	after they have had a <u>2</u>
valuable <u>2</u>	efficiency <u>2</u>	do not understand <u>2</u>
cleaner <u>2</u>	durability <u>2</u>	must be <u>2</u>
entirely <u>2</u>	recommend <u>2</u>	if it is <u>2</u>
urgently <u>2</u>	*indispensable <u>2</u>	on all kinds <u>2</u>
oil <u>2</u>	naturally <u>2</u>	since its <u>2</u>
sincere <u>2</u>	automatic <u>2</u>	during the time <u>2</u>
*degree <u>2</u>	*regularly <u>2</u>	a great deal of <u>2</u>
fault <u>2</u>	lubrication <u>2</u>	to their <u>2</u>
users <u>2</u>	operation <u>2</u>	we want you <u>2</u>

Read
113



Write into Shorthand
114

Mrs. Mary K. Ford
Glencoe, Illinois

Dear Mrs. Ford:

If you have used your Royal Cleaner regularly since its purchase it now requires lubrication. Proper lubrication has a great deal to do with the satisfactory operation of the cleaner, and it is essential that the machine receive the proper attention.

Fill the two oil-cups with the oil you received with the cleaner and inspect them every month to see if the cups contain oil and refill if necessary.

It is our sincere hope that during the time you have used your Royal it has given you the utmost degree of service and satisfaction. If, for any reason, it is not proving entirely satisfactory, we want you to write us so we may correct any fault in its operation.

We take a great deal of care and pride in the making of Royal Cleaners and always like to hear from users after they have had an opportunity to test the machine on all kinds of work and find out how much labor it really saves. An expression on the enclosed card will be very much appreciated.

Quite frequently Royal users show their cleaner to their friends, who become very much interested. To help us reach your friends, who should own Royal

Vocabulary

ancient	<u>o</u>	commercial	<u>y</u>
world	<u>v</u>	insisting	<u>e</u>
frankly	<u>br</u>	Justice's	<u>b</u>
lawyers	<u>o</u>	settlement	<u>h</u>
served	<u>o</u>	originally	<u>z</u>
heard	<u>o</u>	sacredness	<u>o</u>
fairly	<u>y</u>	property	<u>W</u>
owed	<u>-l</u>	squarely	<u>er</u>
protect	<u>o</u>	unreasonable	<u>er</u>

Phrases

do you remember	<u>h</u>
he was said	<u>o</u>
we'd not be	<u>h</u>
we are not	<u>o</u>
in order that	<u>o</u>
is it not	<u>o</u>
with all the	<u>o</u>
at one time	<u>h</u>
under the circumstances	<u>o</u>

Read

125

Write into Shorthand

126

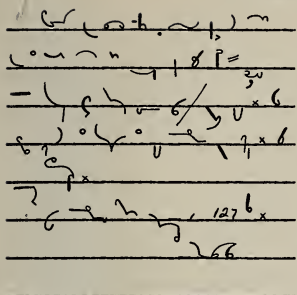
Mr. Francis Bacon
 Marshall, Michigan
 Dear Mr. Bacon:
 The other day down in the Justice's
 Court, there came up the settlement of
 a collection case. One man originally
 owed but \$28, but by the time the mat-
 ter had been put into the hands of law-
 yers--by the time the papers had been
 served and the case heard--by the time
 attachments had been issued against the
 man's property--it cost him \$85!
 Haven't we been fair with you? We
 have written you several times, frankly,
 fairly, squarely and friendly, for we
 do want to be friends. But if you will
 not take steps to even up that little
 matter of \$28, we will have to protect
 ourselves by going to law.

Mr. Francis Bacon
Marshall, Michigan

Dear Mr. Bacon:

The other day down in the Justice's Court, there came up the settlement of a collection case. One man originally owed but \$28, but by the time the matter had been put into the hands of lawyers--by the time the papers had been served and the case heard--by the time attachments had been issued against the man's property--it cost him \$85!

Haven't we been fair with you? We have written you several times, frankly, fairly, squarely and friendly, for we do want to be friends. But if you will not take steps to even up that little matter of \$28, we will have to protect ourselves by going to law.



Frankly, what is the matter? Why not come in and talk things over with us, face to face? We are not unreasonable--we will be as fair to you as you are to us. If all cannot be paid at one time, tell us the exact conditions and we'll be as considerate as possible under the circumstances.

But--in order to prevent legal proceedings, we will have to have some evidence that you actually intend to do what is right by us.

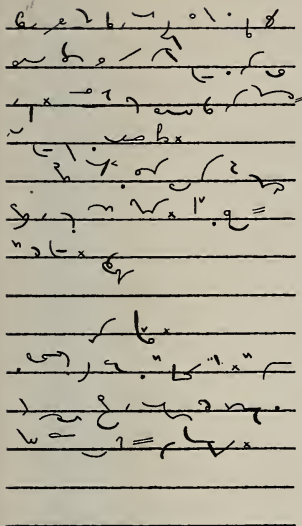
We expect to hear from you promptly.

Sincerely yours.

RULE REVIEW: The syllables "cial-ly," "tial-ly," etc., when not preceded by "n" are indicated by "ish" with an L-hook. (See preceding lesson for "n-tial" words.)

*special	<u> </u>	marshall	<u> </u>	#evidential	<u> </u>
glacial	<u> </u>	specialty	<u> </u>	specialize	<u> </u>
facial	<u> </u>	judicial	<u> </u>	official-ly	<u> </u>
martial	<u> </u>	palatial	<u> </u>	partial-ly	<u> </u>
initial	<u> </u>	social-ly	<u> </u>	prejudicial	<u> </u>
racial	<u> </u>	socialism	<u> </u>	commercial-ly	<u> </u>
crucial	<u> </u>	casualty	<u> </u>	provincial	<u> </u>
bushel	<u> </u>	impartial	<u> </u>	equinoctial	<u> </u>
sensual	<u> </u>	*artificial	<u> </u>	specialization	<u> </u>

Distinguished from confidential.



that God's eye followed him wherever he went.

Willie went down the street ashamed of himself and his faithful Fido followed close behind. In a few minutes, Willie turned into a lane, saw the dog, and then delivered himself of, "Aw, go on home and quit follerin' me around. Ain't it enuff to have God wid me all ther time without you taggin' on behind?"

Now, we do not wish to be tagging on behind. We do not want to annoy or bother you one bit--but--we do want to remind you that we have sent you already one copy of the enclosed statement, and we would be pleased to have prompt settlement.

When will you oblige us?

Earnestly yours.

P. S. Yes, that's a piece of the same string we sent you with the other letter. It will prevent your forgetting this time. USE IT.

(Note: In the margin of both of these collection letters, three small holes were punched and a piece of red string run through them.)

RULE REVIEW: The sound of "n" may be shown by a curl after an S-circle:

dozen	<u>d</u>	jimson	<u>l</u>	Sampson	<u>"</u>	jettison	<u>d</u>
arson	<u>r</u>	Nelson	<u>ce</u>	stepson	<u>d</u>	Jacksonville	<u>l</u>
bison	<u>b</u>	unison	<u>ue</u>	moisten	<u>o</u>	christen	<u>ce</u>
boxen	<u>le</u>	Wilson	<u>o</u>	moccasin	<u>ce</u>	caparison	<u>ve</u>
brazen	<u>d</u>	coarsen	<u>ce</u>	chasten	<u>d</u>	mercenary	<u>ed</u>

person <u> </u>	lesson <u> </u>	glisten <u> </u>	Atchison <u> </u>
raisin <u> </u>	pepsin <u> </u>	bedizen <u> </u>	messenger <u> </u>
resin <u> </u>	Samson <u> </u>	crimson <u> </u>	misprison <u> </u>
loosen <u> </u>	poison <u> </u>	caisson <u> </u>	mizzenmast <u> </u>
mason <u> </u>	hasten <u> </u>	arsenic <u> </u>	Wisconsin <u> </u>
Saxon <u> </u>	reason <u> </u>	arsenal <u> </u>	eleemosynary <u> </u>
basin <u> </u>	chosen <u> </u>	venison <u> </u>	Patterson <u> </u>
wizen <u> </u>	Amazon <u> </u>	treason <u> </u>	Peterson <u> </u>
cozen <u> </u>	fasten <u> </u>	masonry <u> </u>	Henderson <u> </u>
hysen <u> </u>	flaxen <u> </u>	masonic <u> </u>	Anderson <u> </u>
frozen <u> </u>	Madison <u> </u>	emblazon <u> </u>	comparison <u> </u>
cousin <u> </u>	Edison <u> </u>	denizen <u> </u>	medicine <u> </u>
mizzen <u> </u>	artizan <u> </u>	Jackson <u> </u>	partizan <u> </u>
blazon <u> </u>	Babson <u> </u>	garrison <u> </u>	Morrison <u> </u>
damson <u> </u>	horizon <u> </u>	Johnson <u> </u>	delicatessen <u> </u>

LESSON 65

VocabularyPhrases

absence <u> </u>	*representative <u> </u>	Saturday afternoon <u> </u>
washing <u> </u>	*described <u> </u>	assuring you <u> </u>
*hereto <u> </u>	comparative <u> </u>	that you will find <u> </u>

avail accompanying
 *quality *similar
 serving personnel
 patrons *intelligence

we are pleased
 of what
 we regret
 personal attention

Read

129

Write into Shorthand

130

Mrs. Joseph B. Parsons
 641 Third Avenue
 Dallas, Texas





























































Dear Madam:

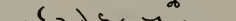
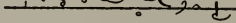

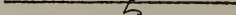
Our representative called to leave, with our compliments, a package of FAB --our new wash-bowl flakes for the safe washing of fine fabrics. In your absence she did not leave the package, but we are pleased to attach hereto a postcard, which we request you to fill out with your name and address and mail to us. We will then mail to you, without charge, a package of FAB which we desire you to try.

FAB and its uses are described in the accompanying booklet. Regardless of what similar product you may now be using, please avail yourself of this opportunity to submit our produce to severe comparative test.

Yours very truly.

RULE REVIEW: Since the sound of "n" after an S-circle is represented by a curl, the sound of "ns" (ence) after an S-circle is represented by an N-curl with an S-circle inside:

nuisance		coalescence		acaulescence	
nonsense		malfeasance		arborescence	
renascence		vitrescence		convalescence	
calescence		florescence		incandescence	
virescence		frondescence		effervescence	
latescence		liquescence		juvenescence	
obeisance		Renaissance		obsolescence	
defeasance		adnascence		translucence	
absence		beneficence		inflorescence	
presence		lactescence		circumjacence	
senescence		putrescence		efflorescence	
reticence		viridescence		calorescence	
innocence		complacence		fluorescence	
license		iridescence		omnipresence	
excrecence		misfeasance		rejuvenescence	
canescence		erubescence		magnificence	
rubescence		adolescence		complaisance	
albescence		evanescence		reminiscence	
munificence		emollescence		recrudescence	
opalescence		lapidescence		phosphorescence	

Vocabulary

kiln	<u>7</u>	position	<u>b</u>
lineal	<u>7</u>	mouldings	<u>o</u>
moulded	<u>o</u>	reliable	<u>1</u>
pattern	<u>✓</u>	connections	<u>o</u>
prefer	<u>7</u>	*specifications	<u>o</u>
shipper	<u>7</u>	quantity	<u>1</u>
British	<u>7</u>	*especially	<u>7</u>

Phrases

f. o. b.	<u>7</u>
one of our	<u>7</u>
prior sale	<u>7</u>
at the present	<u>7</u>
before us	<u>7</u>
if you are	<u>7</u>
high grade	<u>7</u>

Read
131

Write into Shorthand
132

Jersey City Sash & Door Company
Jersey City, New Jersey

Gentlemen:

Subject to prior sale and for immediate wire acceptance, we are pleased to offer the following car of rough, dry Western White Pine from a reliable British Columbia shipper. Price is f. o. b. your station:

1 car 8/4 #3 Shop Western White Pine Rough, Dry . . . \$35.00


We can possibly increase this quantity to two cars, subject to mill's acceptance.

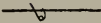
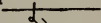

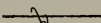
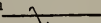

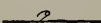
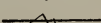

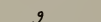
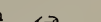

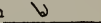
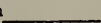

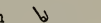





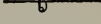


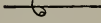
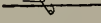

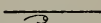
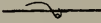

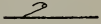
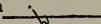





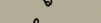


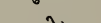


Please wire us your order.

Very truly yours.

RULE REVIEW: The syllables "sition," "sician," and "session," etc., are indicated by an S-circle inside a Shun-hook. (See next lesson for

Handwritten shorthand practice on ruled lines, including a signature at the bottom.

"ization" words.) When preceded by "n," the circle and hook may be written on the non-circle side and "cover" the N-hook, as, transition .



position 	disposition 	disquisition 
precision 	proposition 	indisposition 
recision 	reposition 	disposition 
cession 	requisition 	interposition 
# opposition 	inquisition 	juxtaposition 
# apposition 	deposition 	supposition 
decision 	abscission 	supersession 
physician 	exposition 	presupposition 
musician 	imposition 	transposition 
recession 	composition 	superposition 
obsession 	preposition 	decomposition 
possession 	transition 	dispossession 
* secession 	precession 	intercession 
succession 	concession 	prepossession 
	accessional 	


opposition, apposition distinguished from position

* secession distinguished from cessation

LESSON 67

VocabularyPhrases

available  conversation 

in your opinion 

merchant	<u> </u>	*publication	<u> </u>	according to your	<u> </u>
*domestic	<u> </u>	constitutes	<u> </u>	#under separate cover	<u> </u>
turning	<u> </u>	*described	<u> </u>	we are not	<u> </u>
scales	<u> </u>	facilities	<u> </u>	first class	<u> </u>
built	<u> </u>	*developed	<u> </u>	in question	<u> </u>
prepared	<u> </u>	announcement	<u> </u>	in order that	<u> </u>
reserved	<u> </u>	exporters	<u> </u>	I feel sure	<u> </u>
divisions	<u> </u>	individual	<u> </u>	First National Bank	<u> </u>
foreign	<u> </u>	appropriations	<u> </u>	there is a	<u> </u>

Read
133

Write into Shorthand
134

[Handwritten shorthand practice lines]

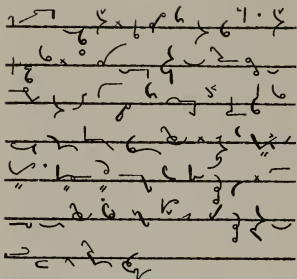
District Office
Bureau of Foreign and Domestic Commerce
1424 First National Bank Building
Chicago, Illinois

Gentlemen:

According to your announcement by radio broadcasting a night or two ago, there is a market for scales and balances in South America.

Our firm makes a standard line of counter scales, as described in the catalogue being sent you under separate cover. While we are not a large company, we have done well in the domestic field and have gradually built up a first class plant for turning out scales and balances. The facilities we now have permit us to produce a greater volume than we are making at present and your information regarding

Special phrase.



South America interests me. However we have never sold goods out of this country and don't know how to go about it.

According to a publication of your Department, "Commerce Reports," which I saw in the office of a friend of mine, you are prepared to tell firms like us how to develop a foreign business and how to handle it, etc. If, in your opinion, we can sell in South America scales such as we make, will you please tell us how to go about it.

Yours very truly.

RULE REVIEW: The syllables "zation" or "sation" are written with an S-circle followed by a Shun-hook. Since the primary accent is on the "a" all these words are in second position. Where "n" precedes the syllable "zation," the S-circle followed by the Shun-hook is written on the non-circle side covering the N-hook, thus: dispensation

malversat <u>ion</u>	centralizat <u>ion</u>	demobilizat <u>ion</u>
compensat <u>ion</u>	victimizat <u>ion</u>	anathematizat <u>ion</u>
canonizat <u>ion</u>	fertilizat <u>ion</u>	specializat <u>ion</u>
taxat <u>ion</u>	carburi <u>zation</u>	synchronizat <u>ion</u>
civilizat <u>ion</u>	authorizat <u>ion</u>	volitalizat <u>ion</u>
conversat <u>ion</u>	dramatizat <u>ion</u>	evangelizat <u>ion</u>
#accusat <u>ion</u>	localizat <u>ion</u>	decolorizat <u>ion</u>
equalizat <u>ion</u>	terrorizat <u>ion</u>	Christianizat <u>ion</u>

Distinguished from accession.

focalization	<u>fo</u>	tantalization	<u>tan</u>	Pasteurization	<u>pas</u>
vocalization	<u>vo</u>	visualization	<u>vis</u>	capitalization	<u>cap</u>
condensation	<u>con</u>	socialization	<u>so</u>	standardization	<u>stan</u>
organization	<u>org</u>	fossilization	<u>fos</u>	Americanization	<u>am</u>
polarization	<u>po</u>	deodorization	<u>de</u>	naturalization	<u>nat</u>
relaxation	<u>rel</u>	cauterization	<u>cau</u>	macadamization	<u>mac</u>
annexation	<u>ann</u>	pauperization	<u>pa</u>	popularization	<u>pop</u>
sensation	<u>sen</u>	mercerization	<u>mer</u>	materialization	<u>mat</u>
atomization	<u>ato</u>	stabilization	<u>sta</u>	spiritualization	<u>spi</u>
moralization	<u>mor</u>	solemnization	<u>sol</u>	fraternalization	<u>fra</u>
utilization	<u>uti</u>	magnetization	<u>mag</u>	stigmatization	<u>sti</u>
vaporization	<u>vap</u>	pulverization	<u>pul</u>	mineralization	<u>min</u>
amortization	<u>am</u>	carbonization	<u>car</u>	demonetization	<u>dem</u>
dispensation	<u>dis</u>	neutralization	<u>neu</u>	bituminization	<u>bit</u>
alkalization	<u>alk</u>	symbolization	<u>sym</u>	crystallization	<u>cry</u>
realization	<u>rea</u>	temporization	<u>tem</u>	demoralization	<u>dem</u>
cessation	<u>ces</u>	modernization	<u>mod</u>	tranquilization	<u>tran</u>
#causation	<u>cau</u>	mesmerization	<u>mes</u>	acclimatization	<u>accli</u>
valorization	<u>val</u>	galvanization	<u>gal</u>	devitalization	<u>devi</u>
colonization	<u>col</u>	deoxidization	<u>de</u>	secularization	<u>secu</u>
faradization	<u>far</u>	sensitization	<u>sen</u>	numeralization	<u>num</u>
etherization	<u>eth</u>	summarization	<u>sum</u>	systematization	<u>sys</u>

Distinguished from accession.

mobilization	<u> </u>	sterilization	<u> </u>	externalization	<u> </u>
immunization	<u> </u>	generalization	<u> </u>	monopolization	<u> </u>
monetization	<u> </u>			characterization	<u> </u>

LESSON 68

<u>Vocabulary</u>			<u>Phrases</u>		
stairway	<u> </u>	builders	<u> </u>	that way	<u> </u>
upper	<u> </u>	fireplace	<u> </u>	at some time or other	<u> </u>
accurate	<u> </u>	original	<u> </u>	blue printed	<u> </u>
valuable	<u> </u>	thoroughly	<u> </u>	your own	<u> </u>
prefer	<u> </u>	extensive	<u> </u>	in the future	<u> </u>
assist	<u> </u>	*experience	<u> </u>	we presume	<u> </u>
built	<u> </u>	connecting	<u> </u>	to have the	<u> </u>
build	<u> </u>	*qualified	<u> </u>	we are certain	<u> </u>
handle	<u> </u>	*specification	<u> </u>	*according to your	<u> </u>

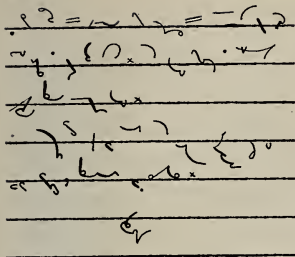
Read
135

Write into Shorthand
136

Mr. Louis Ordway
Dover, Delaware

Dear Mr. Ordway:

We presume that you will wish to have the construction of the proposed Dye House at Smithport handled by an organization thoroughly qualified by



past experience to give you entirely satisfactory service.

This organization has had an extensive experience in constructing buildings of that character; and we are certain that we can handle the work in a manner satisfactory to you.

If you will kindly advise us when you will be ready to take up the matter of construction, we shall be glad to call upon you.

Very truly yours,

RULE REVIEW: The syllables "way" and "away" are indicated (A) by a Way-breve (thoid or soid) except (B) after stems N or Ing or where the breve will not conveniently join. "Ways" is indicated by adding a circle to "way."

A list:

byway	<u> </u>	gateway	<u> </u>	alleyway	<u> </u>	lengthways	<u> </u>
headway	<u> </u>	far away	<u> </u>	crossway	<u> </u>	by the way	<u> </u>
subway	<u> </u>	pathway	<u> </u>	stairway	<u> </u>	flatways	<u> </u>
highway	<u> </u>	roadway	<u> </u>	castaway	<u> </u>	rockaway	<u> </u>
midway	<u> </u>	archway	<u> </u>	edgeways	<u> </u>	steerageway	<u> </u>
keyway	<u> </u>	doorway	<u> </u>	hatchway	<u> </u>	trackway	<u> </u>
caraway	<u> </u>	halfway	<u> </u>	stowaway	<u> </u>	breadthways	<u> </u>
seaway	<u> </u>	raceway	<u> </u>	broadway	<u> </u>	milky way	<u> </u>
tramway	<u> </u>	Hathaway	<u> </u>	causeway	<u> </u>	passageway	<u> </u>

footway flyaway speedway right away
 leeway fairway straightway

B list:

runway endways gangway companionway
 Norway runaway sternway under way
 noways fishway driveway out of the way

LESSON 69

VocabularyPhrases

maintain <u> </u>	temperature <u> </u>	in operation <u> </u>
coldest <u> </u>	carpenter <u> </u>	if you are <u> </u>
boiler <u> </u>	installed <u> </u>	a great deal of <u> </u>
build <u> </u>	radiator <u> </u>	up-to-date <u> </u>
*system <u> </u>	installation <u> </u>	there is an <u> </u>
unbiased <u> </u>	*practical <u> </u>	of all the <u> </u>
heat <u> </u>	authoritative <u> </u>	of these <u> </u>
built <u> </u>	*advantages <u> </u>	and an <u> </u>
absolute <u> </u>	comparison <u> </u>	to send you a <u> </u>
valuable <u> </u>	*disadvantages <u> </u>	we shall be glad <u> </u>
*degrees <u> </u>	controlled <u> </u>	any part of any <u> </u>

Read
137

Write into Shorthand
138

Mr. Lee Canty
1119 Howard Street
Philadelphia, Pennsylvania

























Dear Sir:


















If you are planning to build, you should read our book, "Controlled Heat," carefully. It contains a great deal of valuable, practical information on the selection of a heating system for your home. There is an authoritative discussion of the advantages and disadvantages of all the various types of heat and an unbiased comparison of these heats with the new Hoffman Controlled Heat.

We shall be glad to send you a copy free of charge upon your request.

Yours very truly.





































RULE REVIEW: "m" is omitted after the T-stem and before "per" (pr):

distemper		temporarily		temporariness	
temperable		extemporize		extemporarily	
temporal		temperament		temperamental	
temper		contemporary		contemporaneous	
tempered		temporization		extemporaneous	
temperate		extemporizer		temperateness	
extempore		temporalness		intemperateness	
temporality		temperately		contemporaneously	

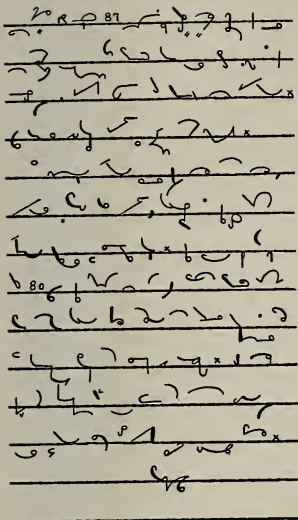
temperance		intemperate		distemperature	
temporizer		extemporary		distemperance	
temperature		intemperance		extemporization	
temporally		temporizingly		temperamentally	
temporary		temperability		extemporaneously	
temporize				contemporaneousness	

LESSON 70

VocabularyPhrases

dependable		scrupulous		I assure you	
hearty		resourcefulness		of its	
evidence		preparation		financial stability	
*financial		constantly		in order	
panics		confidence		at any time	
hesitate		consistent		at all times	
clients		institution		in all	
guarantee		*possibilities		high class	
*welcome		profession		one of our	
fideliity		executives		cost you	
serve		conference		legal matters	
recognize		investigators		becoming a	

Read
139



Write into Shorthand
140

Mr. William Thompson
1220 Peoples Gas Building
Chicago, Illinois

Dear Mr. Thompson:

Does the record of fifty-four years of loyal and efficient service to clients in all parts of the country mean anything to you when considering the possibilities of Secret Service?



SUCH IS OUR RECORD!

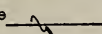
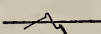

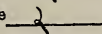
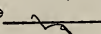

We have high-class investigators with legal experience, who, possessing resourcefulness and the ethics of that profession, are constantly engaged in the investigation and preparation of important legal matters.

A conference will cost you nothing and a call to Main 1990 will bring one of our executives to your office at any time.

We absolutely guarantee dependable service and satisfactory charges.

Very truly yours.

RULE REVIEW: The syllable "ble" is written B-stem with an L-hook whenever possible, as: liable  scramble  etc. Where the L-hook cannot conveniently be shown, it may be omitted, as:

approvable 	reprovable 	explainable 
assessable 	permissible 	apprehensible 

impugnable	patentable	cognoscible
ascendable	invincible	augmentable
adjustable	declinable	fermentable
achievable	insensible	entertainable
profitable	ostensible	reprehensible
digestible	reversible	portionable
convenable	admissible	discernible
amenable	combinable	enforceable
forcible	pardonable	exceptionable
sensible	extendible	*ungovernable
amassable	lamentable	unexplainable
erasable	confinable	*objectionable
amendable	improvable	demountable
atonable	bounceable	incontestable
untenable	*governable	determinable
irascible	defensible	indefensible
leasable	contrivable	merchantable
coercible	detestable	fashionable
ponderable	dependable	unprintable
trainable	returnable	understandable
demandable	renderable	unwarrantable
indorsable	divorceable	irretrievable

accessible	<u> f </u>	sustainable	<u> p </u>	restrainable	<u> r </u>
endorsable	<u> z </u>	balanceable	<u> s </u>	discountable	<u> d </u>
assignable	<u> y </u>	dispensable	<u> d </u>	imponderable	<u> i </u>
invaluable	<u> c </u>	mentionable	<u> m </u>	constrainable	<u> j </u>
obtainable	<u> t </u>	appointable	<u> a </u>	ascertainable	<u> s </u>
tunable	<u> t </u>	rentable	<u> r </u>	registerable	<u> r </u>

LESSON 71

Vocabulary

* familiar	<u> f </u>
frankly	<u> f </u>
fortunately	<u> f </u>
accurately	<u> a </u>
purpose	<u> p </u>
interpretation	<u> i </u>
comprehensive	<u> c </u>
preferences	<u> p </u>
selecting	<u> s </u>

Read
141

 f r a n k l y f o r t u n a t e l y p u r p o s e i n t e r p r e t a t i o n c o m p r e h e n s i v e p r e f e r e n c e s s e l e c t i n g

Phrases

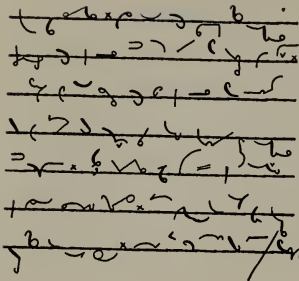
let us know	<u> l </u>
a great deal	<u> g </u>
certain extent	<u> c </u>
to a certain extent	<u> t </u>
some of your	<u> s </u>
at all	<u> a </u>
which will	<u> w </u>
worth while	<u> w </u>
in advance	<u> i </u>

Write into Shorthand
142

Mrs. James Baker
Madison, Wisconsin

My dear Mrs. Baker:

Just a little note to let you



know that while here in New York this week, selecting dresses for the new season, I called on Peggy Paige.

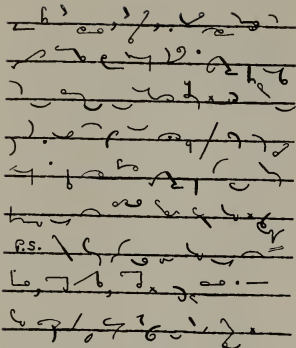
Her interpretations of the new mode are among the most charming it has ever been my good fortune to see. I selected a comprehensive group for our spring showing.

I am sure you will find it well worth while to put off deciding on any of the new styles until you've seen these models.

Sincerely.

RULE REVIEW: "Us" is represented by an S-circle (1) after the verb "let," (2) after breves, and (3) after prepositions represented by a single stem:

at us	<u> b </u>	after us	<u> b </u>	let us hear from you	<u> a </u>
let us	<u> c </u>	about us	<u> b </u>	against us	<u> e </u>
by us	<u> b </u>	among us	<u> c </u>	let us assume	<u> a </u>
over us	<u> b </u>	under us	<u> c </u>	let us not	<u> c </u>
from us	<u> c </u>	let us go	<u> c </u>	let us say	<u> a </u>
near us	<u> c </u>	let us be	<u> a </u>	let us assure you	<u> a </u>
over us	<u> b </u>	without us	<u> c </u>	let us be sure	<u> a </u>
for us	<u> b </u>	around us	<u> c </u>	let us have	<u> a </u>
in us	<u> c </u>	before us	<u> b </u>	let us know	<u> c </u>
of us	<u> c </u>	between us	<u> d </u>	let us take	<u> a </u>



at least we are so informed. We hope that you will like our little town, enjoy the associations you will form, and that your life here will be prosperous and happy.

One thing that contributes much to your happiness is the food that you eat--and it is our hope that we may contribute to your happiness here.

We sell food, groceries, if you think of food in that term, and we furthermore sell service. You will, we hope, make a careful survey of what the different stores have to offer before you settle down to any one--if you will do this we are quite sure that you will find that this is the place you wish to make your store for regular dealings.

If there is any way we may be of service to you, we trust you will call on us, and we do most sincerely hope that we may have the pleasure of personally welcoming you to Clarion and of serving your needs in our line.

Yours truly.

RULE REVIEW: I. "H" before stems P and B (where the latter are not initially hooked) may ordinarily be omitted. If it is desired to indicate the "h," it may be done by placing a dot with the vowel before

the stem as, happy hoop h.

habit <u>h</u>	habitat <u>h</u>	habitable <u>h</u>	habilitment <u>h</u>
hap <u>h</u>	unhappy <u>h</u>	habitual <u>h</u>	habilitate <u>h</u>

mayhap		hapless		habituate		inhabitant	
happen		happily		haphazard		habitually	
happy		hobnail		happening		hippodrome	
heap		Hoboken		happiness		hippopotamus	
hip		Hopkins		hypnotism		hypocritical	
hob		inhibit		hypnotist		hyposulphite	
hobby		habitué		hypnotize		hypotenuse	
hoop		habitude		hypocrisy		hypothecate	
*hope		heptagon		hypocrite		hypothecation	
hut		hypnosis		hypodermic		hypothesis	
hobnob		hypnotic		Hupmobile		hypothetic	
hubbub		perhaps		prohibited		prohibition	
mishap		prohibit		inhibition		hypothetical	
		habeas corpus					

II. Where the P or B-stem is initially hooked, the H-breve is used:

hobble		Hebrew		haberdasher		hibernation	
hopper		Hebraic		hibernate		hypercritical	
hopple		Hibernia		hyperbole		hypercritical	
		hypercriticism					

Handwritten cursive practice lines showing various letter forms and stems, including the H-breve and hooked stems.

Vocabulary

welded	<u>o</u>	*carelessness	<u>o</u>
device	<u>h</u>	accomplish	<u>h</u>
roller	<u>l</u>	dismantling	<u>h</u>
hauls	<u>o</u>	precision	<u>o</u>
medium	<u>u</u>	*essential	<u>o</u>
units	<u>o</u>	transport	<u>o</u>
travel	<u>o</u>	dimensions	<u>h</u>
yard	<u>o</u>	obtainable	<u>h</u>
briefly	<u>o</u>	portable	<u>h</u>
problem	<u>o</u>	*assembly	<u>h</u>
carrier	<u>l</u>	heaviest	<u>o</u>
stake	<u>o</u>	positive	<u>o</u>
Barrett	<u>l</u>	hesitate	<u>o</u>

Phrases

the other day	<u>o</u>
there are	<u>h</u>
it will	<u>o</u>
one half	<u>o</u>
it is a	<u>o</u>
in its	<u>o</u>
of it	<u>o</u>
your own	<u>o</u>
in and out	<u>o</u>
to send you the	<u>h</u>
you were	<u>o</u>
do the	<u>o</u>
he can	<u>o</u>

Read
145

*Wellington Manufacturing Company
Wilkes-Barre, Pennsylvania
Gentlemen:
You were talking with Mr. C. E.
Martin the other day about the material
handling problems in your plant. He
asked us to send you the information
on the Barrett Power-Ox you find en-
closed.
This tractor has been designed for
medium to heavy work where short, quick*

Write into Shorthand
146

Wellington Manufacturing Company
Wilkes-Barre, Pennsylvania

Gentlemen:

You were talking with Mr. C. E. Martin the other day about the material handling problems in your plant. He asked us to send you the information on the Barrett Power-Ox you find enclosed.

This tractor has been designed for medium to heavy work where short, quick

hauls are essential. It will travel through alleys, streets, and in and out of buildings with ease and dispatch. A short wheel base and ten foot turning radius make this possible.

As a carrier it will transport 3000 pounds and will pull 40,000 pounds. We can equip it with any type body to meet your own particular requirements, whether it is a one yard dump, cargo, box, or plain stake type.

Although small in dimensions, it has full one and one-half ton truck units. The materials used in its construction are the finest obtainable and the best experience and brains in the tractor field are back of it.

You may want additional information--if so don't hesitate to write for it.

Yours very truly.

RULE REVIEW: The consonants w-h-l are indicated by the W-stem with the

L-hook:

whale	<u> </u>	while	<u> </u>	Wheeling	<u> </u>	whaleback	<u> </u>
wheel	<u> </u>	Wheeler	<u> </u>	whalebone	<u> </u>	overwhelm	<u> </u>
whelp	<u> </u>	wheelbarrow	<u> </u>	wheelright	<u> </u>		

The consonants w-l are indicated by the W-hook on upward L:

wild	<u> </u>	wallet	<u> </u>	wilder	<u> </u>	wailing	<u> </u>
wile	<u> </u>	wallow	<u> </u>	Wilson	<u> </u>	Wilkes-Barre	<u> </u>
will	<u> </u>	Welsh	<u> </u>	wallop	<u> </u>	*welcome	<u> </u>

wilt	_____	waltz	_____	welter	_____	welfare	_____
wall	_____	welt	_____	woolen	_____	Wallace	_____
weld	_____	Wales	_____	wealth	_____	Waltham	_____
*will	_____	wail	_____	welkin	_____	Wellington	_____
weal	_____	*wilful	_____	walnut	_____	wilderness	_____
well	_____	Walter	_____	walrus	_____	Wilmington	_____

LESSON 74

Vocabulary

Escanaba	_____
*public	_____
household	_____
articles	_____
*establishment	_____
conscientious	_____
accompanying	_____
painstaking	_____
greatest	_____
appreciate	_____
mentioned	_____
unquestioned	_____

Phrases

to call your attention	_____
at least	_____
for the purpose of this	_____
in some cases	_____
of what	_____
like to have you	_____
of its	_____
one of the	_____
we may have the	_____
do you think	_____
that you will not be able to	_____
do you ever	_____

* together

hardly

instances

Read
147

it will be a

in person

that this is

Write into Shorthand
148

Mrs. H. J. Read
Austin, Minnesota

Dear Madam:

We desire to call your attention to the white goods sale we are throwing open to the public February 1. We have brought together, for the purpose of this sale, all the white goods fabrics and general household articles in our entire stock, and reduced the prices on everything at least twenty per cent. We have gone so far, in some cases, as to reduce the price fully fifty per cent of what it was three months ago.

We should like to have you attend this sale for we are confident that we can save you money in several of our departments. In fact, we feel that this is one of the biggest opportunities of its kind ever offered to housekeepers in Austin.

We appreciate the favors you have extended us in the past, and trust that we may have the honor of serving you at this time.

Yours very truly.

RULE REVIEW: When "s" is the first sound in a word, the S-circle is used. When "s" is the first consonant but a vowel precedes, the S-stem

is used. Therefore, an initial S-stem indicates the presence of a preceding vowel:

estop	assets	estrangle	escalator
ossify	esteem	*especial	ascension
ascend	auspices	asbestos	ascertain
asleep	asphalt	asperity	asparagus
aspect	assault	assertion	asphyxiate
assail	assuage	assessor	aspiration
assess	astound	assiduity	assessment
assert	asterisk	assiduous	assignment
assign	escapade	assignor	assistance
assist	escheat	associate	association
assume	essence	*astonish	assortment
asylum	estimate	Australia	assumption
asset	estoppel	espionage	auspicious
astute	isolate	*establish	astigmatism
escape	isthmus	isolation	oscillation
escort	ostrich	isosceles	ostensible
escrow	assunder	oscillate	ostentation
estate	ascetic	ostracize	osteopathy
icicle	ascribe	astronomy	escutcheon
icebox	espouse	acetylene	ascendancy

acid	esquire	esophagus	asseverate
eschew	esthetic	esperanto	assimilate
eskimo	acerbity	esplanade	escapement
ascent	aseptic	osculate	osculation
aster	astray	*assembly	assumpsit
astir	assent	estimable	osculatory

LESSON 75

Vocabulary

current	installment
matures	*discovered
folder	cooperate
clients	courteous
abeyance	accommodated
averse	automobile
involve	exceptionally
provide	*practice

Read
149

Handwritten shorthand for the vocabulary words on page 149.

Phrases

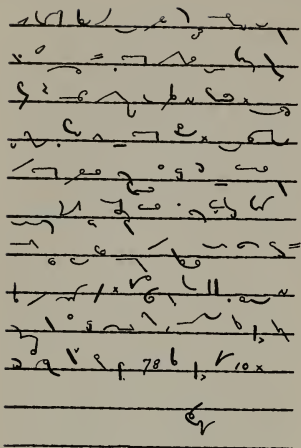
personal attention
we are very careful
in any way
from day to day
let us have
as it
as a rule
will you be an

Write into Shorthand
150

Mr. Edward Cooper
Hamlet, Indiana

Dear Sir:

Although we sent you a reminder



and wrote you a very courteous letter, we have not received payment of the installment of your note due here in June.

Very few of the many thousands of automobile buyers whom we have accommodated violate the confidence we place in them. Automobile buyers, as a rule, represent an exceptionally high type of credit purchasers--they discharge their obligations promptly. Will you be an exception?

While the note and contract you signed provide adequate means for the protection of our best interest, we are averse to legal measures which would involve a client whom we trust.

However, we do not make a practice of carrying past-due paper and, therefore, cannot hold the matter in abeyance any longer.

Yours very truly.

RULE REVIEW: Use of the medial St-loop:

plastic	<u>f</u>	monastery	<u>w</u>	superstition	<u>st</u>
frostily	<u>st</u>	manifestly	<u>st</u>	administrate	<u>st</u>
mystify	<u>st</u>	flustrate	<u>st</u>	preposterous	<u>st</u>
pistol	<u>st</u>	fenestrate	<u>st</u>	northeastern	<u>st</u>
distort	<u>st</u>	augustly	<u>st</u>	jurisdiction	<u>st</u>
crystal	<u>st</u>	nasturtium	<u>st</u>	ministration	<u>st</u>
textile	<u>st</u>	sophistry	<u>st</u>	protestation	<u>st</u>
wasteful	<u>st</u>	distillery	<u>st</u>	New York State	<u>st</u>

wistful	<u> </u>	pistachio	<u> </u>	registration	<u> </u>
destiny	<u> </u>	Pasteurize	<u> </u>	prostration	<u> </u>
beastly	<u> </u>	investment	<u> </u>	extortionate	<u> </u>
extort	<u> </u>	statistics	<u> </u>	catastrophe	<u> </u>
extol	<u> </u>	postulate	<u> </u>	illustration	<u> </u>
destroy	<u> </u>	industry	<u> </u>	sequesterate	<u> </u>
ministry	<u> </u>	artistic	<u> </u>	illustrative	<u> </u>
registry	<u> </u>	gastritis	<u> </u>	installment	<u> </u>
distil	<u> </u>	distress	<u> </u>	extradition	<u> </u>
abstruse	<u> </u>	earnestly	<u> </u>	egotistical	<u> </u>
instil	<u> </u>	extortion	<u> </u>	disturbance	<u> </u>
pastry	<u> </u>	orchestra	<u> </u>	distinguish	<u> </u>
vestry	<u> </u>	anastrophe	<u> </u>	illustrator	<u> </u>
vastly	<u> </u>	apostrophe	<u> </u>	installation	<u> </u>
postal	<u> </u>	pestilence	<u> </u>	equestrian	<u> </u>
costly	<u> </u>	pedestrian	<u> </u>	superstitious	<u> </u>
drastic	<u> </u>	extraneous	<u> </u>	magisterial	<u> </u>
ghostly	<u> </u>	illustrate	<u> </u>	justification	<u> </u>
nostril	<u> </u>	altruistic	<u> </u>	gastronomic	<u> </u>
justify	<u> </u>	standstill	<u> </u>	administrator	<u> </u>
elastic	<u> </u>	ambassador	<u> </u>	crystallize	<u> </u>
mustache	<u> </u>	elasticity	<u> </u>	crystallization	<u> </u>

disturb h boisterous 8 industrious 7
 majestic 7 administration h

LESSON 76

Vocabulary

second e institution 7
 default d incorporated 5
 toward 7 accommodation 7
 hard o *discriminating h
 locality r *influence h
 favorite h unfortunate h
 assure h reflection h

Read
151

Phrases

that you have not h
 one of our h
 *according to r
 it is not only h
 in order h
 of their h
 but it is h

Write into Shorthand
152

Mr. Wilbur Mack
 Hastings, Nebraska

Dear Sir:

It is indeed unfortunate that you have not yet paid to the Commercial Investment Trust Incorporated the second installment of your note, as the default may have an undesirable effect on your good credit standing.

We are, of course, very much interested in our good customers, and we always endeavor to use our influence

[Handwritten shorthand notes on lined paper, corresponding to the vocabulary and phrases listed above.]

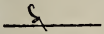
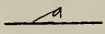
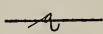
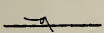
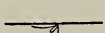
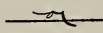
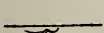
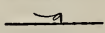
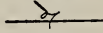
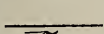
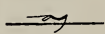
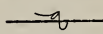

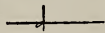
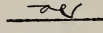

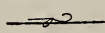
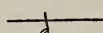
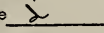
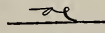
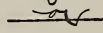
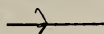
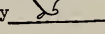
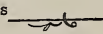
toward their welfare, pointing out to them the importance of taking care of their obligations promptly.

We were enabled to finance your note on the strength of our recommendation of you and it is reasonable to suppose that the financial institution will think hard of both of us should you not be prompt--we must keep our credit good.

Won't you send in your payment and notify us so that the proper notation may be made on our records?
Thanks.

Very truly yours

RULE REVIEW: The St-loop is "floated" independently in the direction of Chay between stems in cases where, if the St-loop were placed on the first stem (as usually written), it would be necessary to cross that stem to make the second stem. In other words, "float" the St-loop where stems would cross:

overstep		restitute		restitution	
instep		institute		instinctive	
instinct		unstudied		obstinately	
extinct		extinguish		institution	
postage		destitute		extensively	
vestige		extension		destitution	
obstinate		extensive		instinctively	
prestige		abstinently		instinctiveness	

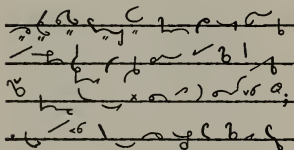
obstinacy	<u>dy</u>	extinction	<u>wo</u>	extinguishment	<u>wo</u>
caustic	<u>o</u>	substitute	<u>y</u>	procrastinate	<u>wo</u>
extenuate	<u>oy</u>	abstention	<u>dy</u>	abstentious	<u>dy</u>
footstep	<u>o</u>	extenuation	<u>wo</u>	substitution	<u>dy</u>
abstinent	<u>dy</u>			procrastination	<u>wo</u>

LESSON 77

Vocabulary

smartest	<u>o</u>	fashioned	<u>o</u>
*quality	<u>o</u>	newspapers	<u>yo</u>
*regular	<u>o</u>	*particularly	<u>yo</u>
private	<u>o</u>	*privilege	<u>yo</u>
*popular	<u>o</u>	announced	<u>wo</u>
*public	<u>o</u>	customers	<u>wo</u>
smartly	<u>o</u>	preferences	<u>wo</u>

Read
153

Phrases

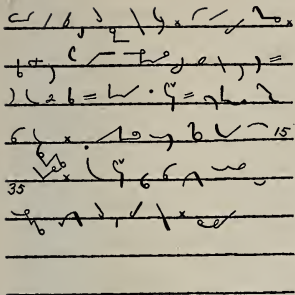
to sell	<u>o</u>
as others	<u>o</u>
for this purpose	<u>yo</u>
two or three	<u>yo</u>
it was	<u>o</u>
very best	<u>o</u>
in the matter of	<u>wo</u>

Write into Shorthand
154

Miss Sallie Bass
6932 South Green Street
Chicago, Illinois

My dear Miss Bass:

Knowing your preferences in the matter of dress, I made a special effort while in New York recently to



secure two or three dresses that I thought would be particularly to your liking.

These dresses have just come in. One is a dinner gown, fashioned by Peggy Paige; another is an afternoon dress.

I am holding these out for you for a few days. Could you drop in to see them tomorrow, possibly?

These dresses are among the smartest it was my privilege to see while in the market.

Sincerely

RULE REVIEW: "Est" is indicated--

I. After a simple half-length by the St-loop although there is no place in the outline to show the vowel "e" of "est":

deadest <u> b </u>	boldest <u> b </u>	remotest <u> b </u>	vividest <u> b </u>
hardest <u> a </u>	wettest <u> b </u>	soundest <u> e </u>	sweetest <u> b </u>
detest <u> b </u>	softest <u> e </u>	swiftest <u> b </u>	gladdest <u> e </u>
cutest <u> b </u>	hottest <u> a </u>	broadest <u> b </u>	shrewdest <u> b </u>
modest <u> a </u>	mildest <u> b </u>	fleetest <u> e </u>	smartest <u> a </u>
nearest <u> b </u>	tritest <u> b </u>	tightest <u> b </u>	slightest <u> e </u>
latest <u> e </u>	fittest <u> b </u>	proudest <u> b </u>	lightest <u> e </u>
coldest <u> e </u>	whitest <u> b </u>	shortest <u> b </u>	brightest <u> b </u>
oldest <u> e </u>	fattest <u> b </u>	maddest <u> a </u>	greatest <u> e </u>
crudest <u> e </u>	curtest <u> e </u>	flattest <u> e </u>	strictest <u> b </u>

II. After a half-length ending in an N-hook by half-length S-stem:

faintest y blandest s bluntest s kindest r
 scantest r grandest r roundest r blondest s
 profoundest y

III. After an S-circle, by a St-loop:

nicest e densest d crassest e coarsest e
 wisest d tersest l fiercest y scarcest e
 basest b closest e blessed s sparsest y
 tensest d loosest p crossest e grossest e
 choicest d

IV. After a St-loop, by another St-loop:

fastest b wastest d castest e moistest e
 honestest e

LESSON 78

Vocabulary

husband e
 articles e
 gathered r
 colors e
 sweater y

Phrases

because it is e
 we will be very glad e
 sincerely yours e
 or other y
 not only e

apparel ✓you were not ✓Read
155Write into Shorthand
156Mrs. James Gordon
Indianapolis, Indiana

Dear Madam:

No doubt you have often wanted to buy your husband a new shirt, a sweater coat, some hose or other furnishings but you were not sure just what size to get for him.

This letter is to tell you that we have on file in our store a card which gives the exact size of the various articles of apparel he wears.

We have gathered this information because it is our desire to assist you, not only in the selection of the proper styles, colors, etc., but to be able to give you the exact size.

Just now we are displaying many new styles for the spring season which we will be very glad to show to you.

Sincerely yours

RULE REVIEW: When "it" is phrased after a word terminating in an S-circle or after the word "as," it is shown by changing the circle to a St-loop; the word "its" or the words "it is" by changing the S-circle to a St-loop, adding another S-circle. "The" is indicated after an S-circle by the breve choid:

hopes it ✓hopes it is ✓inasmuch as it ✓

hopes the	<u>b</u>	suppose the	<u>b</u>	inasmuch as it is	<u>z</u>
knows it	<u>v</u>	suppose it is	<u>b</u>	inasmuch as the	<u>z</u>
knows the	<u>v</u>	because it is	<u>s</u>	just as soon as it	<u>be</u>
thinks the	<u>b</u>	unless it is	<u>ce</u>	just as soon as the	<u>be</u>
suppose it	<u>b</u>	perhaps it is	<u>f</u>	as long as the	<u>v</u>
since it	<u>e</u>	knows it is	<u>v</u>	as soon as the	<u>e</u>
since the	<u>e</u>	since it is	<u>e</u>	as early as it	<u>v</u>
unless it	<u>e</u>	perhaps the	<u>f</u>	as early as it is	<u>v</u>
perhaps it	<u>f</u>	thinks it is	<u>f</u>	as soon as it is	<u>e</u>
unless the	<u>e</u>	as soon as it	<u>e</u>	as early as the	<u>v</u>
thinks it	<u>f</u>	as long as it	<u>e</u>	as long as it is	<u>e</u>
because it	<u>s</u>	as far as it	<u>e</u>	as far as it is	<u>e</u>
because the	<u>s</u>	as far as the	<u>e</u>	just as soon as it is	<u>be</u>
Note: as to, as the, as it	<u>o</u>	is it, is to, is the	<u>o</u>		

LESSON 79

Vocabulary

rural	<u>/</u>	necessarily	<u>e</u>
cordially	<u>v</u>	distribution	<u>b</u>
purpose	<u>v</u>	adjustable	<u>f</u>
along	<u>c</u>	prospect	<u>b</u>

Phrases

some one	<u>e</u>
blue print	<u>f</u>
for the purpose of	<u>f</u>
on all	<u>c</u>

courtesy 7 *development h
 turned b collapsible h
 previous h thoroughly h
 problems h connection h

we will h
 we shall be glad h
 have been h
 any other h

Read
 157

Write into Shorthand
 158

Mr. C. C. Webster
 Upper Sandusky, Ohio

Dear Sir:

Since writing you on October 16, regarding the manufacture and distribution of adjustable supports for rural mail boxes, we received the attached blue print from Mr. Cook who is looking for some one to manufacture his invention.

We are attaching the blue print for whatever information and value it may hold for you.

If we come in contact with any other live prospects seeking manufacturing aid which you can handle, we shall be glad indeed to refer them to you.

Cordially yours

RULE REVIEW: The medial Sez-circle follows the rule for the S-circle.

I. Between two straight stems with no angle at the junction, the Sez-circle is written on the circle side of the first stem:

desist h deceased h criticized h rescissory h

Handwritten shorthand practice on ruled lines, including the number 1725 and various symbols.

*dissatisfaction b dissatisfied b emblematicized bp

II. Between two straight stems with an angle at the junction, the Sez-circle is written on the outside of the angle:

excised <u>f</u>	ostracized <u>lf</u>	irresistible <u>fp</u>
existence <u>f</u>	exacerbate <u>of</u>	exasperation <u>of</u>
exist <u>f</u>	exasperate <u>of</u>	exhaustive <u>f</u>
possessed <u>fp</u>	successor <u>of</u>	exhaustively <u>fp</u>
resist <u>f</u>	resistance <u>f</u>	subsistence <u>of</u>
subsist <u>of</u>	exercised <u>of</u>	inaccessible <u>of</u>
obsessed <u>b</u>	exhaustion <u>f</u>	persistence <u>of</u>
capsized <u>fp</u>	possessory <u>of</u>	resuscitate <u>of</u>
persist <u>fp</u>	resistible <u>of</u>	resuscitated <u>f</u>
exhaust <u>fp</u>	accessory <u>of</u>	resuscitation <u>f</u>
recessed <u>f</u>	subsistent <u>of</u>	persistence <u>of</u>
processed <u>fp</u>	persistent <u>of</u>	ecclesiastical <u>of</u>

III. Between a straight and a curved stem, the Sez-circle is written on the inside of the curve:

witticism <u>of</u>	empiricism <u>of</u>	intercessor-y <u>of</u>
mysticism <u>of</u>	unnecessary <u>of</u>	unsuspected <u>of</u>
feticism <u>of</u>	exotericism <u>of</u>	unsuspicious <u>of</u>
encyst <u>f</u>	ostracism <u>of</u>	ecclesiasticism <u>of</u>
precisely <u>of</u>	antecessor <u>of</u>	eclecticisim <u>of</u>

exoticism <u>z</u>	excessive <u>e</u>	prepossessing <u>b</u>
possessor <u>d</u>	possessive <u>b</u>	monasticism <u>z</u>
insistent <u>z</u>	recessive <u>e</u>	scholasticism <u>z</u>
necessity <u>z</u>	successive <u>e</u>	successively <u>er</u>
ancestry <u>z</u>	necessary <u>e</u>	preciseness <u>e</u>
paroxysm <u>z</u>	asceticism <u>z</u>	Mississippi <u>a</u>
decisive <u>b</u>	*dissimilar <u>z</u>	vicissitude <u>b</u>
criticism <u>z</u>	predecessor <u>z</u>	*dissimilarity <u>z</u>
incisor <u>e</u>	skepticism <u>z</u>	dispossessor <u>z</u>
ancestors <u>z</u>	successful <u>e</u>	necessitate <u>e</u>
ancestral <u>z</u>	agnosticism <u>z</u>	successfully <u>er</u>
	necessarily <u>e</u>	

IV. Between two curved stems, the Sez-circle is written on the inside of the first curve:

incisive e solecism z incessant e incessantly er

LESSON 80

Vocabulary

analysis o analyses o
 corroded z restoring z
 sulphur a porcelain z

Phrases

we shall be glad z
 it was b
 as to the d

research	<u> / </u>	laboratory	<u> v </u>
polish	<u> v </u>	phosphorus	<u> p </u>
enamel	<u> e </u>	determination	<u> d </u>
chemical	<u> c </u>	investigation	<u> i </u>
mild	<u> m </u>	purposely	<u> p </u>
sterling	<u> s </u>	tarnished	<u> t </u>
acid	<u> a </u>	additional	<u> a </u>
original	<u> o </u>	specimens	<u> s </u>

this matter	<u> t </u>
you would	<u> y </u>
to whom	<u> t </u>
quite certain	<u> q </u>
with reference	<u> w </u>
in question	<u> i </u>
in so far	<u> i </u>
I am not	<u> i </u>

Read
159

1639 v e l m
 p h o s p h o r u s
 d e t e r m i n a t i o n
 i n v e s t i g a t i o n
 m i l d s t e e l
 s t e r l i n g & w e l c h
 c o m p a n y
 o i l c i t y p e n n s y l v a n i a
 g e n t l e m e n
 f o l l o w i n g t h r o u g h
 o n m r b e c k e r s l e t t e r
 o f s e p t e m b e r 2 8 w i t h
 r e f e r e n c e t o t h e a n a l y s e s
 o f s p e c i m e n s f o r w a r d e d
 t o u s o f t h e s t e r l i n g & w e l c h
 c o m p a n y s b u i l d i n g w e a r e
 g l a d t o a t t a c h t h e r e p o r t
 o f o u r r e s e a r c h d e p a r t m e n t
 c h e m i c a l d e t e r m i n a t i o n
 s h o w s t h e s e s a m p l e s a r e
 o f m i l d s t e e l a n a l y s i s a n d
 c o n t a i n h i g h p h o s p h o r u s
 a n d h i g h s u l p h u r
 i f t h e c o n t r a c t o r t o w h o m
 y o u r e f e r r e d i n y o u r l e t t e r
 o f s e p t e m b e r 2 5 i s a b l e t o
 s e c u r e a d d i t i o n a l s a m p l e s
 o f t h e c o r r o d e d p a r t o f t h e
 b u i l d i n g i n q u e s t i o n w e s h a l l
 b e g l a d t o h a v e y o u f o r w a r d
 t h e m t o u s f o r i n v e s t i g a t i o n

Write into Shorthand
160

Mills Manufacturing Company
Oil City, Pennsylvania

Gentlemen:

Following through on Mr. Becker's letter of September 28 with reference to the analyses of specimens forwarded to us of the Sterling & Welch Company's building, we are glad to attach the report of our Research Department.

Chemical determination shows these samples are of mild steel analysis and contain high phosphorus and high sulphur.

If the contractor, to whom you referred in your letter of September 25, is able to secure additional samples of the corroded part of the building in question, we shall be glad to have you forward them to us for investigation.

Cordially yours

RULE REVIEW: Generally it is unnecessary to indicate the vowel occurring between the "s" or "z" sounds in a Sez-circle; however, where the word is a plural ending in "ses" derived from the singular "sis," the vowel "e" should be shown by a heavy dot placed at the bottom of the circle:

analysis	<u>o</u>	analyses	<u>o</u>	hypothesis	<u>o</u>	hypotheses	<u>o</u>
crisis	<u>o</u>	crises	<u>o</u>	parenthesis	<u>o</u>	parentheses	<u>o</u>
emphasis	<u>o</u>	emphases	<u>o</u>	amanuensis	<u>o</u>	amanuenses	<u>o</u>
thesis	<u>o</u>	theses	<u>o</u>	synthesis	<u>o</u>	syntheses	<u>o</u>
chassis	<u>o</u>	chasses	<u>o</u>	apotheosis	<u>o</u>	apotheoses	<u>o</u>
basis	<u>o</u>	bases	<u>o</u>	antithesis	<u>o</u>	antitheses	<u>o</u>
genesis	<u>o</u>	geneses	<u>o</u>	diagnosis	<u>o</u>	diagnoses	<u>o</u>
synopsis	<u>o</u>	synopses	<u>o</u>	dieresis	<u>o</u>	diereses	<u>o</u>
axis	<u>o</u>	axes	<u>o</u>	anastomosis	<u>o</u>	anastomoses	<u>o</u>
ellipsis	<u>o</u>	ellipses	<u>o</u>	hypostasis	<u>o</u>	hypostases	<u>o</u>
		metamorphosis	<u>o</u>	metamorphoses	<u>o</u>		

LESSON 81

Vocabulary

Buffalo	<u>o</u>	approximately	<u>o</u>
Niagara	<u>o</u>	available	<u>o</u>

Phrases

as soon as they are	<u>o</u>
we take the liberty	<u>o</u>

size	<u>9</u>	obtainable	<u>9</u>	some little time	<u>9</u>
liberty	<u>9</u>	cooperate	<u>9</u>	very much interested	<u>9</u>
terne	<u>9</u>	Cincinnati	<u>9</u>	that they will	<u>9</u>
Union	<u>9</u>	galvanized	<u>9</u>	it will be	<u>9</u>
purposes	<u>9</u>	experimental	<u>9</u>	for this reason	<u>9</u>
Armco	<u>9</u>	properties	<u>9</u>	every way	<u>9</u>
material	<u>9</u>	investigation	<u>9</u>	we are very glad	<u>9</u>

Read
161

Write into Shorthand
162

Anderson Metallic Door Company
Jamestown, New York

Gentlemen:

Mr. R. D. Black, of our Buffalo office, 301 Niagara Life Building, has requested that we send you samples of material which you wish to add to your sample collection. We are very glad to do this and have today sent you two samples each of 22 gauge ARMCO Ingot Iron alloy coated material and alloy coated steel. The samples are approximately 4" x 6" in size.

In addition to the samples we have already sent, we understand that you desire iron and steel terne plate samples as soon as they are obtainable.

Cordially yours,

RULE REVIEW: "They are" is added after an "s" sound by changing the S-circle representing the "s" sound to a Ster-loop:

as they are	<u>o</u>	as far as they are	<u>f</u>
unless they are	<u>o</u>	as soon as they are	<u>o</u>
and as they are	<u>o</u>	so far as they are	<u>f</u>
knows they are	<u>o</u>	sometimes they are	<u>o</u>
since they are	<u>o</u>	and unless they are	<u>o</u>
such as they are	<u>f</u>	as long as they are	<u>o</u>
thinks they are	<u>o</u>	as much as they are	<u>o</u>
hopes they are	<u>o</u>	do you suppose they are	<u>o</u>
of course they are	<u>o</u>	inasmuch as they are	<u>o</u>
because they are	<u>o</u>	just as long as they are	<u>o</u>
suppose they are	<u>o</u>	nevertheless they are	<u>o</u>
I suppose they are	<u>o</u>	just as soon as they are	<u>o</u>

LESSON 82

<u>Vocabulary</u>		<u>Phrases</u>			
carpentry	<u>v</u>	plastering	<u>o</u>	we assure you	<u>o</u>
fixtures	<u>o</u>	excavation	<u>o</u>	we propose	<u>o</u>
masonry	<u>v</u>	ornamental	<u>o</u>	in accordance	<u>o</u>
cement	<u>o</u>	decorating	<u>h</u>	high class	<u>o</u>
metal	<u>o</u>	connection	<u>o</u>	every respect	<u>o</u>
roofing	<u>o</u>	miscellaneous	<u>o</u>	with your	<u>o</u>

*electric *specifications furnishing a

Read
163

Write into Shorthand
164

Mr. Ernest Lang
1040 Sheridan Road
Evanston, Illinois

Dear Sir:

We propose to furnish all labor, material and equipment necessary to complete all

Excavation
Masonry
Cement Work
Miscellaneous and Ornamental Iron
Rough and Finished Carpentry
Sheet Metal and Slate Roof
Cut Stone
Tile and Marble Work
Stairs
Glazing
Rough and Finished Hardware
Plastering

in accordance with sheets one to ten of the plans and sheets ten to twenty-two of the specifications for the sum of Twenty-Eight Thousand, Seven Hundred Fifty Dollars (\$28,750.00).

We have estimated on furnishing a very high class job in every respect and hope this proposal meets with your acceptance.

Very truly yours,

RULE REVIEW: After a Ster-loop, "ing" is indicated by a final curl:

festering roistering administering

fostering	<u>o</u>	flustering	<u>o</u>	cloistering	<u>o</u>
pestering	<u>o</u>	clustering	<u>o</u>	upholstering	<u>o</u>
mastering	<u>o</u>	blistering	<u>o</u>	registering	<u>o</u>
mustering	<u>o</u>	bolstering	<u>o</u>	ministering	<u>o</u>
posturing	<u>o</u>	blustering	<u>o</u>	sequestering	<u>o</u>
plastering	<u>o</u>	huckstering	<u>o</u>	filibustering	<u>o</u>

LESSON 83

Vocabulary

trusting	<u>o</u>	*particularly	<u>o</u>
destroyed	<u>o</u>	expression	<u>o</u>
rental	<u>o</u>	sufficient	<u>o</u>
property	<u>o</u>	'improvements	<u>o</u>
recently	<u>o</u>	reconstructed	<u>o</u>
heating	<u>o</u>	securities	<u>o</u>
concern	<u>o</u>	additional	<u>o</u>
store	<u>o</u>	*particulars	<u>o</u>

Phrases

as follows	<u>o</u>
may be had	<u>o</u>
upon which a	<u>o</u>
must be	<u>o</u>
first class	<u>o</u>
we wish	<u>o</u>
and a	<u>o</u>
the other	<u>o</u>

Read
165

Write into Shorthand
166

Weber & Company
10 South La Salle Street
Chicago, Illinois

Gentlemen:

Particulars regarding the prop-

5 2 8 11 2 7 7
6 9 1 6 10 1 1 1 1 1
6 2 2 6 6 2 1 6 1 9 6

erty at 3246 South Clark Street, are as follows:

The property is 43 x 80 feet; improvements are four story and basement building upon which a lease for 25 years may be had from May 1 at a net rental of \$25,000 a year; \$25,000 in securities must be deposited and an additional \$25,000, or a sufficient amount to put the building in first class condition, must be spent.

We would be pleased to give you any further information that you may desire.

Yours very truly,

RULE REVIEW: "Ing" is indicated after a St-loop by a final curl:

vesting <u>b</u>	bursting <u>h</u>	attesting <u>h</u>	mistrusting <u>h</u>
rusting <u>l</u>	boasting <u>h</u>	investing <u>h</u>	entrusting <u>h</u>
posting <u>h</u>	cresting <u>h</u>	detesting <u>h</u>	untwisting <u>f</u>
husting <u>h</u>	toasting <u>h</u>	adjusting <u>h</u>	ballasting <u>v</u>
zesting <u>h</u>	frosting <u>h</u>	boosting <u>h</u>	molesting <u>h</u>
hasting <u>h</u>	worsting <u>h</u>	wresting <u>h</u>	suggesting <u>h</u>
lasting <u>h</u>	feasting <u>h</u>	coasting <u>h</u>	congesting <u>h</u>
tasting <u>h</u>	crusting <u>h</u>	Hastings <u>h</u>	thirsting <u>h</u>
wasting <u>h</u>	histing <u>h</u>	accosting <u>h</u>	distrusting <u>h</u>
resting <u>h</u>	blasting <u>h</u>	breasting <u>h</u>	interesting <u>h</u>
jesting <u>h</u>	casting <u>h</u>	roasting <u>h</u>	manifesting <u>h</u>

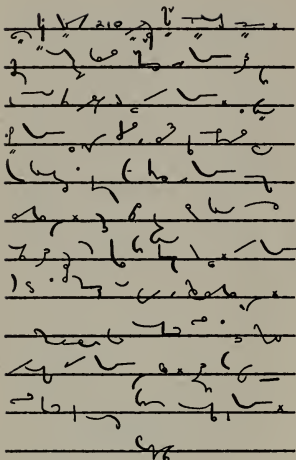
fusting <u>k</u>	foisting <u>b</u>	questing <u>c</u>	requesting <u>ce</u>
dusting <u>d</u>	roosting <u>e</u>	infesting <u>f</u>	contrasting <u>i</u>
basting <u>g</u>	misting <u>h</u>	trusting <u>j</u>	contesting <u>k</u>
costing <u>e</u>	nesting <u>v</u>	arresting <u>r</u>	reforesting <u>ve</u>
listing <u>s</u>	lusting <u>p</u>	thrusting <u>d</u>	incrusting <u>se</u>
testing <u>t</u>	twisting <u>f</u>	divesting <u>l</u>	protesting <u>y</u>
besting <u>d</u>	fasting <u>b</u>	assisting <u>z</u>	enlisting <u>ce</u>
justing <u>j</u>	hoisting <u>s</u>	digesting <u>f</u>	harvesting <u>ve</u>
Westinghouse <u>ro</u>	breakfasting <u>ye</u>	broadcasting <u>ve</u>	

LESSON 84

VocabularyPhrases

*welcome <u>e</u>	perfectly <u>v</u>	on behalf of the <u>y</u>
officers <u>o</u>	*financial <u>u</u>	of their <u>l</u>
easily <u>y</u>	organized <u>z</u>	that other <u>t</u>
cordial <u>r</u>	assistance <u>f</u>	if you have any <u>z</u>
Union <u>e</u>	barriers <u>z</u>	National Bank <u>se</u>
*usually <u>y</u>	*remember <u>h</u>	some one else <u>o</u>
desirous <u>o</u>	withdrawal <u>g</u>	we all <u>o</u>
behalf <u>l</u>	introduce <u>f</u>	we want you <u>z</u>
serving <u>z</u>	acquaintance <u>ce</u>	personal service <u>ve</u>

Read
167



Write into Shorthand
168

Mr. Joseph Tiffany
1605 Cloverdale Avenue
Provincetown, Massachusetts

Dear Mr. Tiffany:

I am glad to welcome you to the Gotham National Bank family. We want you to feel perfectly at home with us.

When you call at the bank you will see that our officers are easily reached. They have no gate to keep you out, as banks usually do. That means a cordial invitation, with no barriers up, to talk over anything that is on your mind.

Remember we all want to make your acquaintance. When you drop in to make a deposit or a withdrawal, come over and let me introduce you to my fellow officers, unless some one else has already done so.

Sincerely yours,

RULE REVIEW: The following words illustrate the medial use of the F or V-hook:

traffic	<u>f</u>	prophecy	<u>y</u>	profanity	<u>y</u>	contravention	<u>io</u>
clever	<u>ey</u>	beverage	<u>v</u>	professor	<u>v</u>	preferable	<u>vi</u>
clover	<u>ey</u>	bravery	<u>v</u>	contravene	<u>i</u>	rejuvenation	<u>io</u>
cover	<u>ey</u>	breviary	<u>v</u>	defective	<u>h</u>	divergence	<u>h</u>
davit	<u>f</u>	cleaver	<u>ey</u>	telephone	<u>h</u>	perfunctory	<u>ey</u>
David	<u>f</u>	deafness	<u>h</u>	defection	<u>h</u>	preference	<u>v</u>

defeat	<u> t </u>	divinity	<u> t </u>	subvention	<u> v </u>	provocation	<u> v </u>
defer	<u> f </u>	divorce	<u> v </u>	deficient	<u> f </u>	perversely	<u> v </u>
culvert	<u> v </u>	dividend	<u> d </u>	definition	<u> n </u>	perversion	<u> v </u>
defect	<u> t </u>	diverse	<u> v </u>	longevity	<u> y </u>	perversity	<u> v </u>
divine	<u> v </u>	stedfast	<u> s </u>	rejuvenate	<u> z </u>	edification	<u> n </u>
defense	<u> s </u>	definite	<u> t </u>	subdivide	<u> d </u>	simplification	<u> n </u>
defend	<u> d </u>	defunct	<u> t </u>	*privilege	<u> v </u>	*extravagant	<u> v </u>
defiant	<u> t </u>	de facto	<u> f </u>	diversion	<u> v </u>	imperfection	<u> n </u>
define	<u> v </u>	perverse	<u> v </u>	diversity	<u> t </u>	imperfectly	<u> v </u>
divert	<u> t </u>	pervade	<u> v </u>	imperfect	<u> v </u>	indefatigable	<u> v </u>
divide	<u> v </u>	diverge	<u> v </u>	indefinite	<u> t </u>	indefinable	<u> v </u>
perfect	<u> t </u>	dovetail	<u> t </u>	perfectly	<u> v </u>	prevaricate	<u> v </u>
prefer	<u> v </u>	replevin	<u> v </u>	prevention	<u> v </u>	subversive	<u> v </u>
prevent	<u> v </u>	juvenile	<u> v </u>	archfiend	<u> z </u>	stenographer	<u> v </u>
taffeta	<u> t </u>	engraver	<u> v </u>	province	<u> v </u>	advancement	<u> n </u>
outfit	<u> t </u>	daffodil	<u> t </u>	provisory	<u> v </u>	adventitious	<u> v </u>
provide	<u> v </u>	proviso	<u> v </u>	pavement	<u> v </u>	adventurous	<u> v </u>
quaver	<u> v </u>	provoke	<u> v </u>	davenport	<u> v </u>	advocation	<u> n </u>
quiver	<u> v </u>	poverty	<u> t </u>	cavalcade	<u> v </u>	amplification	<u> n </u>
tavern	<u> v </u>	cavalry	<u> v </u>	adventure	<u> v </u>	perforation	<u> v </u>
advance	<u> v </u>	cavalier	<u> v </u>	perforate	<u> v </u>	impoverish	<u> v </u>
advent	<u> v </u>	advocate	<u> v </u>	supervisor	<u> v </u>	subversion	<u> v </u>

bivouac h advocacy h diphthong t supervision w
 typhoid f dipheria t profitable y prevaricator v
 deviate f diversification h

LESSON 85

Vocabulary

refrain r *regularly r
 apparel v *unusually y
 postpone f certainly w
 hence a desirable d
 smartness w selecting h
 *probably f *privilege f

Read

169

[Handwritten shorthand practice on ruled lines]

Phrases

I can't r
 you can be sure w
 if you are f
 the others t
 that will t
 a number of them f

Write into Shorthand

170

Mrs. F. A. Jones
 Riverside, Illinois

Dear Mrs. Jones:

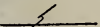
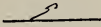
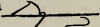
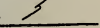
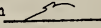
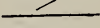
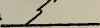
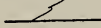

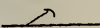
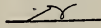
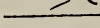

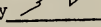
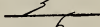

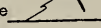
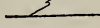

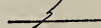
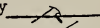

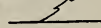
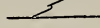

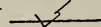
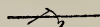
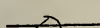

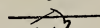

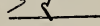
Just now I am in New York City choosing a group of dresses for the new season--hence this note.

If you are just now thinking of the new styles, you will surely do well to wait for these selections. Some of them will probably reach home almost before I do. The others we will be receiving a little later.

I take this privilege of writing you from New York because I know these new models are of a smartness and style that will especially appeal to you. A number of them are from Peggy Paige--her latest creations.



Cordially,

RULE REVIEW: The syllable "refr" is written upward R with an F or V-hook, followed by the R-stem:


referee		#reverend		refrigeration	
refract		referendum		refraction	
refrain		reversion		refreshment	
revert		reversal		refractive	
river		refractory		reverberate	
refresh		refragable		reversional	
reverie		riffraff		revertibility	
rougher		reverence		reversionary	
rover		periphery		refrigerator	
roofer		reversible		refrigerate	
reverse				refrangible	


LESSON 86

Vocabulary

reflector  ordinary 

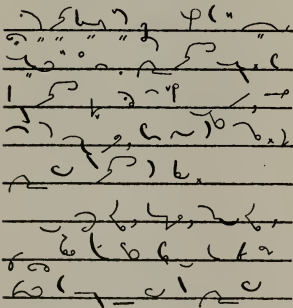
Phrases

if they are 

When employed as a title, use word sign 

angle	<u>c</u>	elliptical	<u>A</u>	because they are	<u>o</u>
enameled	<u>5</u>	illumination	<u>6</u>	of other	<u>l</u>
dirty	<u>W</u>	*artificial	<u>U</u>	because it is	<u>s</u>
overhead	<u>h</u>	meanwhile	<u>W</u>	do you want	<u>3</u>
separate	<u>a</u>	requirements	<u>h</u>	to know more	<u>h</u>
easily	<u>2</u>	roundhouse	<u>m</u>	you'd	<u>v</u>
dirt	<u>l</u>	*principally	<u>f</u>	part of the	<u>v</u>
roofs	<u>e</u>	*architect	<u>4</u>	we'll take this matter	<u>2</u>
occurred	<u>c</u>	efficient	<u>o</u>	doesn't	<u>b</u>
problem	<u>h</u>	porcelain	<u>8</u>	in the least	<u>8</u>
engineer	<u>z</u>	undoubtedly	<u>v</u>	to the matter of	<u>v</u>
valuable	<u>q</u>	installation	<u>o</u>	let us	<u>e</u>

Read
171



Write into Shorthand
172

Mr. Paul Raffell
Jefferson City, Missouri

Dear Sir:

In planning the illumination of your new building, has it occurred to you that some of the artificial light may be lost as a result of smoke and dirt?

Lighting reflectors are bound to get dirty. They often stay dirty, if they are ordinary, one-piece reflectors, principally because they are hard to clean. Meanwhile, you get only part of the light for which you pay.



































The Benjamin Type RR Unit is a practical solution of this problem. Both hood and reflector are threaded, making it possible to separate them so that reflectors can be cleaned easily and often--also permitting change in style or size of reflector, if desired. It is designed and constructed to meet all the rugged requirements of round-house, machine-shop, and yards.

We shall be glad to tell you more about this new unit. If you'd rather, we'll take this matter up with your architect. Undoubtedly, when it comes to the matter of lighting, our illuminating engineers can give him some valuable tips and relieve him of a lot of details in planning an efficient lighting installation for you.

Yours very truly,

RULE REVIEW: The consonants R, V, and L are regularly written upward

R with an F-hook followed by upward L:

revolt		raffle		reflect		reflective	
rifler		revolve		revolver		revolution	
revel		reflex		raviola		revelation	
reveal		reviler		Raffael		reflectively	
rifle		reflux		roughly		refulgence	
ravel		revile		revulsion		revilement	
rival		revelry		reflector		reveille	
ruffle		rivalry		refluent		reflection	
revblutionize						*revolutionary	

Vocabulary

serving	<u>3</u>	daughter	<u>J</u>
heels	<u>7</u>	deposit	<u>h</u>
start	<u>7</u>	initial	<u>h</u>
forgot	<u>6</u>	substantial	<u>h</u>
worry	<u>2</u>	everybody	<u>h</u>
howl	<u>7</u>	*savings bank	<u>h</u>
arrival	<u>2</u>	depositor	<u>h</u>

Phrases

at any time	<u>h</u>
the other day	<u>h</u>
whether you are	<u>h</u>
for there is	<u>h</u>
by and by	<u>h</u>
do their	<u>h</u>
if he isn't	<u>h</u>

Read
173

(Handwritten shorthand practice on ruled lines)

Write into Shorthand
174

Mr. and Mrs. James Barrett
5933 Glenwood Avenue
Chicago, Illinois

Dear Sir and Madam:

Please accept our congratulations and good wishes upon the arrival of your little daughter. As our welcome to her, we are enclosing a Baby Pass Book, showing an initial deposit of one dollar and hope that with the addition of further deposits this amount may grow to a substantial sum with which to start Miss Shirley on the road to success.

Looking forward to many visits from you and to serving you at any time we can, we remain

Yours very truly,

RULE REVIEW: After an F-hook, on upward R, "ing" is indicated by a curl, since the "ing" stem does not conveniently join:

raving 3 swerving 23 *observing 8 preserving 23
 roving 3 deriving 13 deserving 13 bereaving 23
 roofing 3 reefing 3 arriving 3 relieving 3
 serving 3 starving 2 reserving 13 conserving 2
 unswerving 23

LESSON 88

Vocabulary

Phrases

* system	<u>p</u>	disagreeable	<u>1</u>	for instance	<u>1</u>
* regular	<u>1</u>	* objection	<u>1</u>	where there is	<u>1</u>
signal	<u>2</u>	compelling	<u>2</u>	that will	<u>1</u>
heard	<u>2</u>	absorbed	<u>1</u>	something more	<u>2</u>
factory	<u>1</u>	industrial	<u>1</u>	if there is anything more	<u>1</u>
ordinary	<u>2</u>	instantly	<u>1</u>	to have you	<u>1</u>
* peculiar	<u>1</u>	machinery	<u>2</u>	you've	<u>1</u>
raucous	<u>1</u>	conjunction	<u>1</u>	along that	<u>1</u>

Read
175

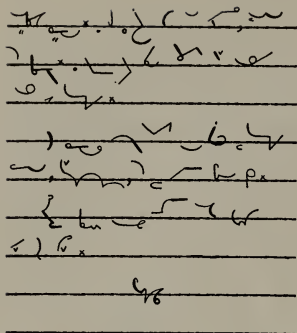
Write into Shorthand
176

Weber Manufacturing Company
Racine, Wisconsin

Gentlemen:

"SELLING SOUND"

--that's what we are doing. Selling



not simply an attractive-looking signal, but a sound that is heard--that will call a man anywhere in your plant instantly.

Something more powerful, more compelling than ordinary bells, gongs, or whistles; yet not raucous and annoying. That's the tone from the Benjamin Industrial Signal.

It is the sound that can't be absorbed by the every-day noises of the machinery. If there is anything more you want to know in particular about it, we shall be glad indeed to send you an interesting booklet on signaling.

Very truly yours,

RULE REVIEW: Between two stems (the first ending with an S-circle and the second beginning with an R-hook) when the R-hook cannot be shown in the usual way, it may be indicated by covering the R-hook with the S-circle and beginning the second stem at the top of the circle:

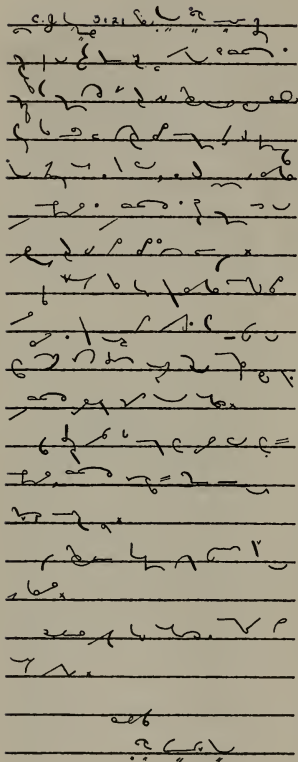
disagree		discourage		disgruntled	
decigram		discretion		discrepancy	
discreet		obscurity		addressograph	
lessener		harpsicord		disagreeableness	
Jasper		discredit		discourteous	
hastener		discordant		*discriminate	
tasker		discourtesy		discretionary	
discard		outskirts		discourteously	

descry	<u>b</u>	discursion	<u>b</u>	disagreeable	<u>b</u>
brisker	<u>b</u>	moistener	<u>~</u>	obsecratory	<u>b</u>
listener	<u>~</u>	indiscreet	<u>y</u>	desecration	<u>b</u>
disgorge	<u>b</u>	obsecrate	<u>b</u>	discrimination	<u>b</u>
discord	<u>b</u>	desecrate	<u>b</u>	disgracefully	<u>b</u>
obscure	<u>b</u>	discursive	<u>b</u>	discreetness	<u>b</u>
brusker	<u>b</u>	discourse	<u>b</u>	disagreement	<u>b</u>
frisker	<u>b</u>	disgraceful	<u>b</u>	habeas corpus	<u>b</u>
larcener	<u>~</u>			discouragement	<u>b</u>

LESSON 89

<u>Vocabulary</u>		<u>Phrases</u>			
* together	<u>—</u>	relationship	<u>21</u>	personal interest	<u>~</u>
recommend	<u>~</u>	identified	<u>~</u>	there are	<u>b</u>
serve	<u>~</u>	*suggestions	<u>~</u>	at the same time	<u>~</u>
realized	<u>~</u>	corporation	<u>~</u>	in view of your	<u>~</u>
annual	<u>~</u>	cooperative	<u>~</u>	of which you are	<u>~</u>
spirit	<u>~</u>	usefulness	<u>~</u>	of all	<u>~</u>
medium	<u>~</u>	acquaintances	<u>~</u>	which will	<u>~</u>
* owner	<u>~</u>	institution	<u>~</u>	at any time	<u>~</u>
desirable	<u>~</u>	stockholder	<u>~</u>	from its	<u>~</u>

Read
177



Write into Shorthand
178

Mr. R. E. Thompson
276 Madison Avenue
New York, New York

Dear Mr. Thompson:

I am pleased to note that you have become a stockholder of the Chase National Bank, and wish to welcome you in the new relationship. In view of your interest, I am writing you to invite your cooperation in our efforts to increase the business and usefulness of this institution.

Much of the success of the Chase may be attributed to the support received from its stockholders, and I trust that you will make use of our facilities and recommend this bank to your friends and acquaintances who may desire new or additional banking connections.

Our customers are free to use the main office at 57 Broadway and any of the six branch offices in New York, conveniently located to serve the entire city, and the Hamilton Trust branch office at 191 Montague Street, Brooklyn. Our facilities are complete and provide for every detail of commercial banking, including a highly specialized service in our Trust and Foreign Departments.

It is our constant purpose to render each customer a service that will meet his individual needs, and we urge you to feel free at all times to discuss your business problems with

any of our officers.

Sincerely yours,

RULE REVIEW: The general rule has been to write the suffix "ship" with the Ish-stem (1) disjoined where only one stem precedes, (2) joined where more than one stem precedes as, courtship —f— executorship —g—.

A more practical and logical rule would be to write "ship" always with a disjoined Ish, which is the rule followed in the illustrations which follow:

clerkship <u>—w—</u>	chairmanship <u>—b—</u>	copartnership <u>—w—</u>
editorship <u>—y—</u>	*generalship <u>—d—</u>	custodianship <u>—f—</u>
leadership <u>—h—</u>	receivership <u>—g—</u>	*horsemanship <u>—w—</u>
membership <u>—g—</u>	workmanship <u>—w—</u>	*principalship <u>—y—</u>
airship <u>—y—</u>	trusteeship <u>—f—</u>	secretaryship <u>—d—</u>
censorship <u>—e—</u>	comradeship <u>—f—</u>	sportsmanship <u>—w—</u>
consulship <u>—s—</u>	dictatorship <u>—b—</u>	yachtsmanship <u>—s—</u>
fellowship <u>—w—</u>	*governorship <u>—w—</u>	swordsmanship <u>—w—</u>
lordship <u>—d—</u>	relationship <u>—w—</u>	inspectorship <u>—w—</u>
*ownership <u>—w—</u>	seamanship <u>—b—</u>	apprenticeship <u>—f—</u>
penmanship <u>—w—</u>	speakership <u>—f—</u>	companionship <u>—w—</u>
wardship <u>—y—</u>	stewardship <u>—w—</u>	acquaintanceship <u>—s—</u>
township <u>—d—</u>	*citizenship <u>—f—</u>	directorship <u>—b—</u>

courtship	<u> f </u>	scholarship	<u> sl </u>	guardianship	<u> J </u>
friendship	<u> y </u>	senatorship	<u> sl </u>	marksmanship	<u> m </u>
ladyship	<u> l </u>	survivorship	<u> sl </u>	partisanship	<u> y </u>
worship	<u> y </u>	authorship	<u> l </u>	statesmanship	<u> b </u>
suretyship	<u> y </u>	executorship	<u> sl </u>	professorship	<u> v </u>

LESSON 90

VocabularyPhrases

preferences	<u> vo </u>	New York City	<u> f </u>	that are	<u> c </u>
models	<u> b </u>	you've been	<u> b </u>	one of our	<u> z </u>
exclusive	<u> ef </u>	we couldn't	<u> z </u>	at our	<u> v </u>
* suggestions	<u> s </u>	within a	<u> c </u>	if you were	<u> w </u>
obligation	<u> b </u>	quite sure	<u> y </u>	any time	<u> f </u>
store	<u> y </u>	some time	<u> m </u>	that will	<u> f </u>
current	<u> s </u>	bear in mind	<u> v </u>	in mind	<u> s </u>
smart	<u> v </u>	if you wouldn't	<u> f </u>	of course	<u> e </u>
occurred	<u> c </u>	while there	<u> y </u>	like to have	<u> v </u>

Read
179

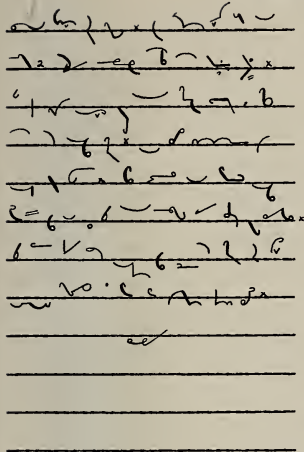
Write into Shorthand
180

 f y v s b c m
 f y v s b c m
 f y v s b c m
 f y v s b c m

Mrs. Frank Dixon
712 South 12th Street
Escanaba, Michigan

Dear Madam:

No doubt you've been noticing in



the current magazines some of the smart new styles that are just coming out.

It has occurred to me that you may have seen some that particularly took your fancy. I wonder if we couldn't be of service in obtaining something similar for you?

I make this suggestion because I am leaving within a few days for New York City to make a selection of the new styles--including a group from Peggy Paige. I am quite sure that if you were to state your preferences, I could find something that would ideally meet them.

If you think so, too, and will drop in some time this week, I can take a few notes that will help me to better keep your ideas in mind.

Sincerely,

RULE REVIEW: Following are groups of phrases which should be practiced and memorized; the phrases in each group are distinguished from each other:

all the time	<u> </u>	about when	<u> </u>	any one	<u> </u>
from the time	<u> </u>	by the way	<u> </u>	no one	<u> </u>
did you ever	<u> </u>	and with	<u> </u>	or not	<u> </u>
did you have	<u> </u>	and without	<u> </u>	are not	<u> </u>
for use	<u> </u>	any other	<u> </u>	at last	<u> </u>
for yourself	<u> </u>	no other	<u> </u>	at least	<u> </u>

special contract	<u>gl</u>	did you give	<u>z</u>	by a	<u>1</u>
sub-contract	<u>el</u>	did you go	<u>z</u>	by the	<u>1</u>
do you ever	<u>z</u>	bank account	<u>W</u>	now	<u>1</u>
do you have	<u>z</u>	bank note	<u>W</u>	on him	<u>1</u>
New York City	<u>7</u>	I could not	<u>1</u>	to sell	<u>1</u>
New York State	<u>7</u>	I mean to	<u>1</u>	to use	<u>6</u>
at her	<u>h</u>	I am not	<u>1</u>	we can	<u>2</u>
at or	<u>1</u>	I can not	<u>1</u>	what can	<u>2</u>
at our	<u>V</u>	young man	<u>6</u>	we would	<u>3</u>
at your	<u>1</u>	young men	<u>6</u>	would we	<u>3</u>
indeed	<u>1</u>	if you were	<u>W</u>	you are	<u>1</u>
in doubt	<u>1</u>	if you are	<u>W</u>	you were	<u>1</u>
in him	<u>1</u>	there are	<u>1</u>	you will	<u>1</u>
to come	<u>1</u>	there were	<u>1</u>	they had	<u>1</u>
to go	<u>1</u>	take part	<u>1</u>	they did	<u>1</u>
		take up	<u>1</u>		

LESSON 91

VocabularyPhrases

unnecessary 1 conscientiously 1 #under separate cover 1

Special phrase

liberty	<u> </u>	*circumstances	<u> </u>	let us hear from you	<u> </u>
woman	<u> </u>	clientele	<u> </u>	such as we	<u> </u>
elements	<u> </u>	community	<u> </u>	the other	<u> </u>
splendid	<u> </u>	delicious	<u> </u>	to their	<u> </u>
*worthy	<u> </u>	*United States	<u> </u>	whether you are	<u> </u>
assorted	<u> </u>	successful	<u> </u>	one of the	<u> </u>
consumer	<u> </u>	recommend	<u> </u>	taking the liberty	<u> </u>

Read
181

Write into Shorthand
182

[Handwritten shorthand practice on ruled lines, corresponding to the words in the table above.]

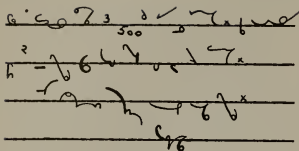
Mrs. Fred Snyder
Decatur, Illinois

Dear Madam:

We are taking the liberty of writing to inquire if you know of some competent woman whom you would recommend, whose circumstances are such that an opportunity to earn considerable money as our agent would be appealing. Our high-grade products have a very ready sale among the better elements of the buying public.

During the course of your splendid work as a member of the Woman's City Club you, no doubt, come in contact with many worthy persons who must earn a living. We will appreciate your sending the name or names of anyone in your community who would like conscientiously to take up this work.

With our compliments we are forwarding under separate cover a half-pound package of our assorted Baked



Confections which we trust you will enjoy. This is one of the products we make and you can see it is an unusually fine, delicious confection.

We will thank you for any cooperation that you are in a position to give us.

Very truly yours,

RULE REVIEW: The negative of words beginning with an N-stem is formed by prefixing another N-stem to the positive form:

unknit	<u> </u>	unknightly	<u> </u>	innutritious	<u> </u>
unknowing	<u> </u>	unknowable	<u> </u>	innoxiousness	<u> </u>
unnerved	<u> </u>	unnecessary	<u> </u>	innumerable-y	<u> </u>
unknown	<u> </u>	unnurtured	<u> </u>	innumerableness	<u> </u>
unnerve	<u> </u>	unnumbered	<u> </u>	unneighborly	<u> </u>
unnoticed	<u> </u>	unnavigable	<u> </u>	unnatural-ly	<u> </u>
unnamed	<u> </u>	innutritive	<u> </u>	unnaturalness	<u> </u>
innoxious	<u> </u>	innoxiously	<u> </u>	unnecessarily	<u> </u>
innocuous	<u> </u>	innocuously	<u> </u>	unnecessariness	<u> </u>
		innutrition	<u> </u>		

LESSON 92

Vocabulary

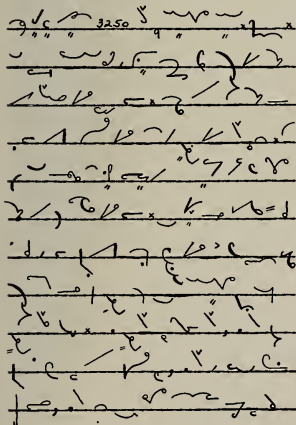
orchard immaculate

Phrases

of all this

harvest	<u>h</u>	northern	<u>n</u>	there is no other	<u>o</u>
rare	<u>r</u>	luscious	<u>l</u>	old-fashioned	<u>o</u>
*world	<u>w</u>	agricultural	<u>a</u>	at your	<u>a</u>
golden	<u>g</u>	marvelous	<u>m</u>	and you will have	<u>a</u>
freshly	<u>f</u>	meringue	<u>m</u>	would make it	<u>w</u>
grocers	<u>g</u>	wonderful	<u>w</u>	awaiting you	<u>a</u>
sugar	<u>s</u>	delicious	<u>d</u>	where the	<u>w</u>
tart	<u>t</u>	fashioned	<u>f</u>	in all the world	<u>i</u>
perfect	<u>p</u>	delightful	<u>d</u>	that you have ever	<u>t</u>

Read
183



Write into Shorthand
184

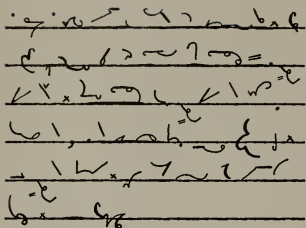
Mrs. Walter Drake
Indianapolis, Indiana

Dear Madam:

Tart, freshly squeezed juice of prime, ripe lemons, blended with sugar and eggs into a creamy, delicious filling, a flaky, tender, golden crust, topped with a fluffy, delicate layer of pure white-of-egg meringue--that's Pittsford lemon pie.

The filling is the secret of a Pittsford lemon pie. It is made as you yourself would make it, with pure fruit juice blended with sugar and eggs, with just a dash of the grated rind for flavor, and the meringue is beaten whites of eggs with just a trace of sugar, delicately browned.

A Pittsford pie is a perfect pie,










































made in a spotless kitchen, with care and pains and skill, and true regard for the honorable and old-fashioned art of making pies.

Your grocer has a delightful treat awaiting you--a Pittsford lemon pie. Order YOURS tomorrow. Never will you eat a more delicious pie than this. Be sure you get a Pittsford pie. There is no other like it.

Yours very truly,

RULE REVIEW: The negative of words beginning with an M-stem is formed by prefixing another M-stem to the positive form:

immaculate		immalleable		immaculateness	
immanity		immaculacy		immaterial-ly	
immature		immaculately		immaterialism	
immaturely		immatureness		immaterialist	
immaturity		immedicable		immateriality	
immatured		immiscible		immeasurable-y	
immerge		immitigable		immeasurability	
immesh		immobility		immeasurableness	
immit		immoderate		immemorial-ly	
immission		immoderately		immensurability	
immobile		immortal-ly		immensurable	
immodest		immortality		immethodical-ly	
immodesty		immortalize		immiscibility	

order No. B. O. S. 6003, dated December 12, according to the accompanying form acknowledgment No. 41844.



















Mr. Woodrow erred in quoting you \$190 for the one-color hand-shift No. 97 Recorder, the price having been reduced to \$175 each, as stated on the form acknowledgment.

We have specified to the factory that the day to day lift is to take place at midnight. However, there may be some irregularity in your schedule of working hours which makes it necessary that the lift take place at another time. Will you also inform us on this point?

In case you have not made arrangements for your time cards, we should be pleased to submit blue prints, suggestions and a quotation, with a view to furnishing them.

Yours very truly,

RULE REVIEW: A list: The negative of words beginning with R is formed by prefixing an R-hook:

irradiate		irrationality		irreconcilability	
irradiance		irreclaimable		irreconcilable	
irradiant		irrecognition		irreconcilableness	
irradiation		*irrecoverable		irreconciliation	
irrational		irrefragible		irrefragability	
irreducible		irremunerable		irrefutability	

irredeemable		irreparable-y		irremovability	
irrefragable		irrepealable		irreparability	
irrefutable		irrepentance		irreparableness	
*irregular		irrepleviabile		irreprehensible	
*irregularly		irrepressible		irreproachable	
*irregularity		irreprovable		irreproachableness	
irremediable		irrevocability		irrevocableness	
irremovable		irrepressive		irresistible-y	
irremissible		irrepetitious		irresistibleness	
irresolute		irresistance		irresistibility	
irretentive		irresolutely		*irresponsibility	
irreverent		irresolution		*irresponsibleness	
irreverently		irresolvable		irretrievable-y	
irreverence		irrespective		irretrievability	
irrevocable		*irresponsible		irreversibility	
irreversible		irrespectively		irreversibleness	

B list. Where the positive form is written Rel (R with an L-hook), the negative is formed by a downward R followed by stem Lee:

irrelevant		*irreligion		irrelevantly	
irrelative		irreligious		irrelievable	

fixing an L-hook:

illegal-ly	<u>l</u>	illegibility	<u>l</u>	illegibleness	<u>l</u>
illegality	<u>l</u>	illegitimate	<u>l</u>	illegitimately	<u>l</u>
illegible	<u>l</u>	illegitimacy	<u>l</u>	illiberalness	<u>l</u>
illegibly	<u>l</u>	illiberal-ly	<u>l</u>	illimitable-y	<u>l</u>
illicit	<u>l</u>	illiberalism	<u>l</u>	illimitability	<u>l</u>
illiterate	<u>l</u>	illiberality	<u>l</u>	illiterateness	<u>l</u>
illiteracy	<u>l</u>	illicitness	<u>l</u>	illogical-ly	<u>l</u>
illogic	<u>l</u>	illimitation	<u>l</u>	illogicality	<u>l</u>
illaudable	<u>l</u>	illiterately	<u>l</u>	illogicalness	<u>l</u>

LESSON 95

VocabularyPhrases

stamped	<u>l</u>	microscope	<u>l</u>
alike	<u>l</u>	scientific	<u>l</u>
reveal	<u>l</u>	impurities	<u>l</u>
articles	<u>l</u>	illustration	<u>l</u>
texture	<u>l</u>	defective	<u>l</u>
ferrous	<u>l</u>	phosphorus	<u>l</u>
*degree	<u>l</u>	manganese	<u>l</u>

it is true	<u>l</u>
for instance	<u>l</u>
as well as	<u>l</u>
must be	<u>l</u>
if not	<u>l</u>
is it	<u>l</u>
of these	<u>l</u>

hydrogen	<u>✓</u>	detrimental	<u>h</u>
nitrogen	<u>✓</u>	eliminated	<u>h</u>
users	<u>6</u>	guarantee	<u>h</u>
initial	<u>h</u>	galvanized	<u>h</u>
pure	<u>✓</u>	superiority	<u>✓</u>
roofing	<u>h</u>	buckling	<u>h</u>
barrel	<u>✓</u>	appearance	<u>h</u>

very little time	<u>h</u>
one of the	<u>h</u>
short notice	<u>h</u>
you will agree	<u>h</u>
do not be	<u>h</u>
here is a	<u>h</u>
so it is	<u>h</u>

Read

189

hydrogen detrimental
 nitrogen eliminated
 users guarantee
 initial galvanized
 pure superiority
 roofing buckling
 barrel appearance

Write into Shorthand

190

Anderson Lumber Company
 Muscatine, Iowa

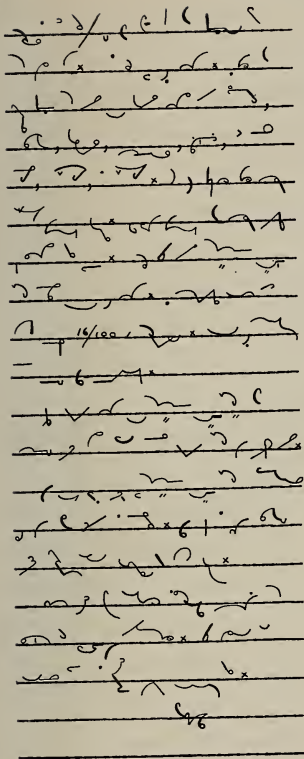
Gentlemen:

Five important points should be considered when buying material for roofing purposes. Here they are:

1. Will this material be durable?
2. Is it fireproof?
3. Is it easy to put on?
4. Will it look well?
5. Will the lasting qualities justify the price?

You will agree that any product which fulfills all these requirements must be an ideal material for roofing purposes.

Galvanized Armco Ingot Iron is the answer to all of these important requirements. Years of actual service have proved it to be an ideal roofing



material. The number of users indicates the confidence placed in this material as a durable product. Its superiority when compared with steel sheets is evident.

A lower insurance rate goes with the installation of Armco Ingot Iron roofing material. Furthermore, the roof is easy to put on. Simple but efficient methods of fastening are used. Very little time is required to apply any one of the several types of roofing you may choose.

A roof covered with Armco Galvanized Ingot Iron presents a neat and uniform appearance over the entire surface. When applied, provision is made for expansion and contraction, thus eliminating chances for buckling or tearing.

In deciding to use sheet metal roofing, do not be confused by cheaper materials that are offered. Common sheet metal may be had for less, but in the long run it will prove higher in price than Armco Ingot Iron. The initial price is not always the actual cost.

Roof your new building with Armco Ingot Iron galvanized sheets. It will give you years of service. Write us today in the enclosed addressed stamped envelope for an estimate on your requirements. We can supply you direct from the mill on short notice.

Yours very truly,

RULE REVIEW: P after M when indistinctly sounded may be omitted.

(Note: In the present tense of words like jump, clamp, trump, etc., the P is distinctly sounded and is indicated in the shorthand outline, thus: jump h clamp h trump h. In the past tense, however, it is indistinct and is omitted.)

dumped <u>h</u>	slumped <u>h</u>	gumption <u>h</u>	presumption <u>h</u>
lumped <u>h</u>	tempted <u>h</u>	tempting <u>h</u>	preempted <u>h</u>
limped <u>h</u>	stumped <u>h</u>	promptly <u>h</u>	preemption <u>h</u>
tempt <u>h</u>	swamped <u>h</u>	prompted <u>h</u>	exemption <u>h</u>
camped <u>h</u>	attempt <u>h</u>	contempt <u>h</u>	assumption <u>h</u>
bumped <u>h</u>	stamped <u>h</u>	revamped <u>h</u>	assumpsit <u>h</u>
humped <u>h</u>	plumped <u>h</u>	scrimped <u>h</u>	consumption <u>h</u>
prompt <u>h</u>	preempt <u>h</u>	skimped <u>h</u>	peremptory <u>h</u>
pumped <u>h</u>	clumped <u>h</u>	thumped <u>h</u>	resumption <u>h</u>
vamped <u>h</u>	clamped <u>h</u>	trumped <u>h</u>	redemption <u>h</u>
damped <u>h</u>	cramped <u>h</u>	tramped <u>h</u>	contemptible <u>h</u>
tamped <u>h</u>	crimped <u>h</u>	decamped <u>h</u>	presumptive <u>h</u>
exempt <u>h</u>	jumped <u>h</u>	glimpse <u>h</u>	resumptive <u>h</u>
empty <u>h</u>	primped <u>h</u>	champed <u>h</u>	consumptive <u>h</u>
romped <u>h</u>	unkempt <u>h</u>		contemptuous <u>h</u>

Vocabulary

genuine	<u> </u>	faithfulness	<u> </u>
worry	<u> </u>	happiness	<u> </u>
relieve	<u> </u>	traveling	<u> </u>
maybe	<u> </u>	*altogether	<u> </u>
numbered	<u> </u>	contentment	<u> </u>
gifts	<u> </u>	prosperity	<u> </u>
balance	<u> </u>	advisedly	<u> </u>
grocery	<u> </u>	*surprising	<u> </u>

Read
191

[Handwritten shorthand practice on musical staves]

Phrases

for your own	<u> </u>
having you	<u> </u>
part of this	<u> </u>
you do not have	<u> </u>
*savings bank	<u> </u>
per cent	<u> </u>
we suggest	<u> </u>
personal interest	<u> </u>

Write into Shorthand
192

Mr. A. E. Becker
8th and Hill Streets
Los Angeles, California

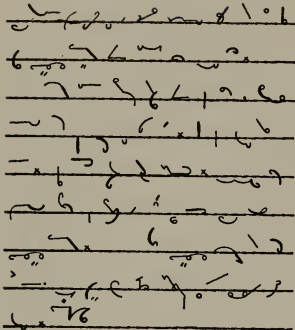
Dear Mr. Becker:

There's an old friend of yours here that you ought to look up, with the idea of renewing your relations.

It's your Savings Bank Account.

We call it an old friend advisedly, for in time of need it would serve you as few other things at your command can.

You recall, of course, that you opened this account and then stopped making deposits. The money deposited has been earning interest right along, and the balance standing to your credit forms too good a start for you to ignore.



The fact that you began the account shows that you had the right idea, and also that you can maintain it if you make up your mind to do so.

We suggest the Per Cent Plan-- setting aside a certain percentage of your earnings REGULARLY. You soon get to regard it as a sort of obligation, like your grocery bill, and you meet it with surprising ease.

This letter is written out of a genuine personal interest in your welfare, and with the sincere desire of seeing you numbered among our active customers again.

Cordially yours,

RULE REVIEW: The suffix "fulness" is indicated by the F-stem and the final S-circle, disjoined, and placed near the preceding part of the word:

artfulness		blamefulness		bountifulness	
*awfulness		blissfulness		*changefulness	
bashfulness		boastfulness		deceitfulness	
carefulness		cheerfulness		delightfulness	
direfulness		doubtfulness		disdainfulness	
dutifulness		dreadfulness		disgracefulness	
easefulness		faithfulness		distrustfulness	
fearfulness		fancifulness		thoughtfulness	
fitfulness		*truthfulness		forgetfulness	

fretfulness 	forcefulness 	frightfulness 
gainfulness 	faultfulness 	*healthfulness 
harmfulness 	fruitfulness 	*unhealthfulness 
hatefulness 	gracefulness 	unfaithfulness 
heedfulness 	gratefulness 	ungratefulness 
*helpfulness 	youthfulness 	*untruthfulness 
*hopefulness 	mercifulness 	masterfulness 
hurtfulness 	mirthfulness 	mistrustfulness 
irefulness 	mournfulness 	plentifulness 
joyfulness 	peacefulness 	purposefulness 
lawfulness 	powerfulness 	regardfulness 
manfulness 	rightfulness 	regretfulness 
mindfulness 	scornfulness 	remorsefulness 
needfulness 	shamefulness 	reposefulness 
painfulness 	slothfulness 	reproachfulness 
pitifulness 	sportfulness 	resentfulness 
playfulness 	spitefulness 	resourcefulness 
restfulness 	*truthfulness 	respectfulness 
tunefulness 	trustfulness 	revengefulness 
tearfulness 	*thankfulness 	sorrowfulness 
sinfulness 	tastefulness 	thoughtfulness 

tactfulness	<u>L</u>	unlawfulness	<u>u</u>	successfulness	<u>so</u>
usefulness	<u>u</u>	voicefulness	<u>u</u>	unfruitfulness	<u>u</u>
woefulness	<u>u</u>	wastefulness	<u>u</u>	unmercifulness	<u>u</u>
wakefulness	<u>u</u>	watchfulness	<u>u</u>	unmindfulness	<u>u</u>
*willfulness	<u>u</u>	wrathfulness	<u>u</u>	*unthankfulness	<u>u</u>
wishfulness	<u>u</u>	wrongfulness	<u>u</u>	wonderfulness	<u>u</u>
wistfulness	<u>u</u>			worshipfulness	<u>u</u>

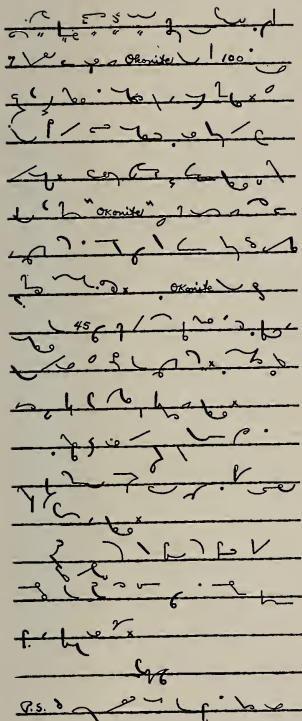
LESSON 97

VocabularyPhrases

devoted	<u>d</u>	attractiveness	<u>u</u>	well acquainted	<u>u</u>
desirous	<u>d</u>	*electrical	<u>e</u>	at our	<u>v</u>
clients	<u>c</u>	insulated	<u>i</u>	unless you are	<u>u</u>
private	<u>p</u>	distinction	<u>d</u>	in order	<u>o</u>
stated	<u>s</u>	recognized	<u>r</u>	several days ago	<u>s</u>
yielding	<u>y</u>	definitive	<u>d</u>	as to the	<u>a</u>
exempt	<u>e</u>	telephone	<u>t</u>	six per cent	<u>s</u>
Federal	<u>f</u>	telegraphic	<u>t</u>	to be used	<u>t</u>
income	<u>i</u>	previously	<u>p</u>	a number of	<u>a</u>
unsold	<u>u</u>	*principal	<u>p</u>	since that date	<u>s</u>

Read

193



Write into Shorthand

194

Mr. Richard Ames
Drake Hotel
Chicago, Illinois

Dear Sir:

Several days ago we offered you
a number of

ILLINOIS IMPROVEMENT 6% BONDS--AT PAR.

The demand for these bonds has been very strong--in fact we have sold over \$200,000 worth since that date, these being taken by both private investors and bank clients.

As previously stated, these issues are purchased with extreme care and only after our representatives have made a most thorough investigation as to the property improved. The past record of these bonds in making prompt payment of principal and interest insures for them a continued active market. They afford our clients a safe investment, yielding a full 6% interest return, Exempt From All Federal Income Taxation.

If in the market at this time, we would suggest your giving them careful consideration, as we feel they will meet your approval. We would also suggest your telegraphic advices, charges collect, if desirous of securing any amount as we know that the few bonds unsold will not remain on hand for long.

















































Soliciting your order for any





























amount, we are

Yours very truly,

RULE REVIEW: The suffix "iveness" is indicated by the V-stem and the final S-circle, disjoined, and placed near the preceding part of the word:

activeness		imitativeness		philoprogenitiveness	
abusiveness		impassiveness		uncommunicativeness	
amativeness		impulsiveness		supersensitiveness	
massiveness		inclusiveness		appropriativeness	
passiveness		obtrusiveness		authoritativeness	
pensiveness		offensiveness		contemplativeness	
elusiveness		pervasiveness		comprehensiveness	
votiveness		primitiveness		determinativeness	
furtiveness		repulsiveness		introspectiveness	
abrasiveness		retentiveness		appreciativeness	
adaptiveness		secretiveness		apprehensiveness	
adhesiveness		seductiveness		conservativeness	
allusiveness		sensitiveness		deliberativeness	
cohesiveness		absorptiveness		inexpressiveness	
decisiveness		aggressiveness		proscriptiveness	
fugitiveness		alimentiveness		quantitativeness	













illusiveness		attractiveness		remunerativeness	
delusiveness		convulsiveness		inconclusiveness	
effusiveness		*collectiveness		reproductiveness	
electiveness		compulsiveness		stupefactiveness	
inactiveness		conclusiveness		unproductiveness	
incisiveness		depressiveness		abstractiveness	
negativeness		diminutiveness		acquisitiveness	
positiveness		discursiveness		appellativeness	
relativeness		dissuasiveness		approbativeness	
punitiveness		figurativeness		attributiveness	
sportiveness		imperativeness		consecutiveness	
attentiveness		indecisiveness		consumptiveness	
deceptiveness		inhabitiveness		imaginativeness	
receptiveness		impressiveness		*distinctiveness	
combativiveness		oppressiveness		*descriptiveness	
conduciveness		perceptiveness		destructiveness	
corrosiveness		percussiveness		*ineffectiveness	
defectiveness		perfectiveness		inoffensiveness	
diffusiveness		persuasiveness		inattentiveness	
*effectiveness		productiveness		inquisitiveness	
intentiveness		protectiveness		instructiveness	

intuitiveness 	responsiveness 	progressiveness 
inventiveness 	protrusiveness 	provocativeness 
lucrativeiveness 	successiveness 	speculativiveness 
nutritiveness 	suggestiveness 	vegetativeness 
* objectiveness 	*subjectiveness 	vindictiveness 
plaintiveness 	susceptiveness 	superlativeness 
purposiveness 	submissiveness 	persecutiveness 
talkativeness 	transitiveness 	penetrativeness 
intrusiveness 		obstructiveness 

LESSON 98

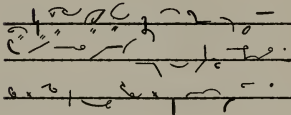
Vocabulary

Phrases

failure 	thoughtlessness 	assuring you 
fault 	oversight 	I came 
overdue 	*neglected 	you would have 
*owing 	remittance 	are all 

Read
195

Write into Shorthand
196



Mr. George E. Simons
Aurora, Illinois

Dear Sir:

Two weeks ago I wrote to you call-

ing attention to the fact that a payment on your account with us was overdue. I am afraid my letter miscarried in the mail; for I am sure you would have responded had you received it.

Please don't think that I am writing now to grumble or find fault. Owing to the fact that our sales are all made on the monthly payment plan, we simply have to see that payments are promptly and regularly met. Otherwise we could not remain in business.

I am taking it for granted that you have neglected the payment simply through thoughtlessness, for if there had been any fault in our goods or service, you surely would have told us about it. I know you will send the payment promptly upon receipt of this letter.

Awaiting your remittance and wishing you every success, I am

Yours very truly,

















RULE REVIEW: The suffix "lessness" is indicated by the stem Lee (upward L) with the final S-circle, disjoined, and placed near the preceding part of the word:









artlessness	<u>Lee</u>	mirthlessness	<u>Lee</u>	blamelessness	<u>Lee</u>
carelessness	<u>Lee</u>	namelessness	<u>Lee</u>	boundlessness	<u>Lee</u>
fearlessness	<u>Lee</u>	nervelessness	<u>Lee</u>	brainlessness	<u>Lee</u>
gainlessness	<u>Lee</u>	noiselessness	<u>Lee</u>	causelessness	<u>Lee</u>

godlessness	<u>-r</u>	painlessness	<u>vr</u>	ceaselessness	<u>vr</u>
haplessness	<u>vr</u>	peerlessness	<u>vr</u>	cheerlessness	<u>vr</u>
harmlessness	<u>vr</u>	pitilessness	<u>vr</u>	deathlessness	<u>vr</u>
heedlessness	<u>vr</u>	pointlessness	<u>vr</u>	fraudlessness	<u>vr</u>
* helplessness	<u>vr</u>	powerlessness	<u>vr</u>	faithlessness	<u>vr</u>
* formlessness	<u>vr</u>	recklessness	<u>vr</u>	quenchlessness	<u>vr</u>
* hopelessness	<u>vr</u>	senselessness	<u>vr</u>	friendlessness	<u>vr</u>
joylessness	<u>vr</u>	shadelessness	<u>vr</u>	fruitlessness	<u>vr</u>
listlessness	<u>vr</u>	shapelessness	<u>vr</u>	gracelessness	<u>vr</u>
lovelessness	<u>vr</u>	shiftlessness	<u>vr</u>	mercilessness	<u>vr</u>
* timelessness	<u>vr</u>	sleeplessness	<u>vr</u>	guilelessness	<u>vr</u>
tirelessness	<u>vr</u>	spotlessness	<u>vr</u>	relentlessness	<u>vr</u>
sunlessness	<u>vr</u>	tunelessness	<u>vr</u>	remorselessness	<u>vr</u>
tearlessness	<u>vr</u>	* truthlessness	<u>vr</u>	resistlessness	<u>vr</u>
tamelessness	<u>vr</u>	shamelessness	<u>vr</u>	guiltlessness	<u>vr</u>
tactlessness	<u>vr</u>	* thanklessness	<u>vr</u>	soundlessness	<u>vr</u>
uselessness	<u>vr</u>	voicelessness	<u>vr</u>	tastelessness	<u>vr</u>
viewlessness	<u>vr</u>	* worthlessness	<u>vr</u>	speechlessness	<u>vr</u>
needlessness	<u>vr</u>	bloodlessness	<u>vr</u>	spiritlessness	<u>vr</u>
restlessness	<u>vr</u>	heartlessness	<u>vr</u>	thriftlessness	<u>vr</u>
ruthlessness	<u>vr</u>			thoughtlessness	<u>vr</u>

Vocabulary

Phrases

funeral		suitableness	
solemnly		scientific	
determine		self-respect	
hardships		self-denial	
characters		acquainted	
harass		collateral	
fresh		obtainable	
wife		*suggestions	

can have	
to have it	
taking their	
it may not be	
does it	
I would like	
my dear sir	
in a way	

Read
197

Write into Shorthand
198

Mr. Dan E. Webb
1306 Peoples Gas Building
Chicago, Illinois

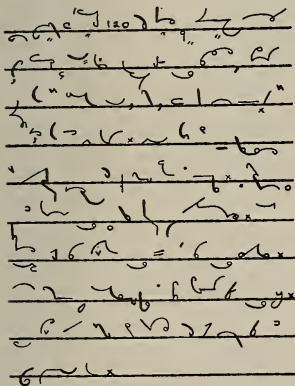
Dear Sir:

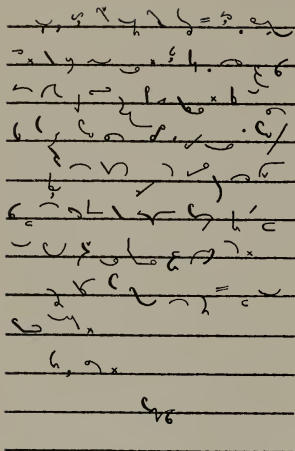
It is more than Life Insurance
that you have:

It is Peace of Mind Insurance.
And that is about the best thing
a man can have.

It is Self-Respect Insurance.
The man who feels the need of more
life insurance and fills that need
without urging will experience and
is entitled to a gain in self-
respect.

It is Character Insurance.





Most successful men will admit that the early self-denials, the little hardships of premium payments on life insurance helped to build their characters.

It is Old Age Insurance.

Peace of mind, self-respect and character are conducive to old age. Life Insurance can be used to build a pension for yourself. Though you may never need it, what harm to have it.

It is Credit Insurance.


Business men recognize the importance of taking their Life Insurance when they can get it. Later when it may be needed as collateral, it may not be obtainable.
































































You have your life insured. Have you insured it for the value you have the right to place on it?
































































Yours very sincerely,





















































RULE REVIEW: The suffix "bleness" is indicated by the B-stem with the final S-circle, disjoined, and placed near the preceding part of the word:

liableness		imputableness		incomprehensibleness	
nimbleness		infusibleness		*interchangeableness	
nobleness		insolubleness		incontrovertibleness	
edibleness		invisibleness		unexceptionableness	

feebleness		desirableness		inconsiderableness	
humbleness		separableness		irreconcilableness	
stableness		impassibleness		commensurableness	
usableness		implacableness		irrepressibleness	
ignobleness		improbableness		comprehensibleness	
legibleness		improvableness		irreproachableness	
lovableness		ineffableness		*unintelligibleness	
movableness		incredibleness		unapproachableness	
mutableness		inevitableness		unconscionableness	
notableness		infallibleness		uncontrollableness	
pliableness		inflexibleness		companionableness	
ratableness		inimitableness		inexpressibleness	
affableness		insatiableness		insupportableness	
amiableness		insensibleness		inconceivableness	
audibleness		intangibleness		incorruptibleness	
capableness		invariableness		indefatigableness	
durableness		invincibleness		*indispensableness	
equableness		inviolableness		imperceptibleness	
risibleness		acceptableness		imperturbableness	
salableness		accessibleness		incombustibleness	
savableness		admissibleness		indescribableness	

sizableness		answerableness		*irresponsioleness	
solubleness		applicableness		irretrievableness	
ténableness		*changeableness		reprehensibleness	
visibleness		*chargeableness		unaccountableness	
volubleness		charitableness		unconformableness	
laudableness		commutableness		unmentionableness	
passibleness		compatibleness		imponderableness	
pitiableness		conducibleness		incomparableness	
portableness		corrigibleness		incompatibleness	
readableness		deceivableness		incorrigibleness	
adorableness		defeasibleness		indigestibleness	
amenableness		dependableness		indisputableness	
amicableness		defensibleness		indissolubleness	
eligibleness		delectableness		inhospitableness	
fallibleness		despicableness		inextricableness	
feasibleness		detestableness		*intelligibleness	
flexibleness		diffusibleness		invulnerableness	
forcibleness		digestibleness		irresistibleness	
horribleness		dissolubleness		irreversibleness	
reliableness		formidableness		irrefragableness	
sociableness		impassableness		irremediableness	

solvableness		irascibleness		compressibleness	
suitableness		manageableness		contemptibleness	
terribleness		measurableness		contractibleness	
tangibleness		perishableness		controllableness	
variableness		preferableness		demonstrableness	
vendibleness		quenchableness		destructibleness	
vincibleness		reasonableness		disagreeableness	
favorableness		resistibleness		dishonorableness	
adaptableness		seasonableness		immeasurableness	
admirableness		punishableness		inaccessibleness	
honorableness		*remarkableness		impenetrableness	
advisableness		sufferableness		imperishableness	
agreeableness		vulnerableness		inconsolableness	
alterableness		attractableness		indefensibleness	
removableness		perceptibleness		reproachableness	
revocableness		*practicableness		translatableness	
tractableness		redoubtableness		unanswerableness	
touchableness		refrangibleness		uncharitableness	
teachableness		respectableness		unreasonableness	
tolerableness		retrievableness		unseasonableness	
venerableness		justifiableness		*ungovernableness	

illegibleness		inseparableness		inalienableness	
immovableness		impressibleness		indefinableness	
immutableness		indubitableness		irreparableness	
incapableness		inflammableness		accountableness	
incurableness		innumerableness		combustibleness	
irritableness		inscrutableness		comfortableness	
laughableness		insuperableness		commendableness	
malleableness		intolerableness		discernibleness	
miserableness		intractableness		illimitableness	
navigableness		conceivableness		indivisibleness	
palatableness		convertibleness		irrevocableness	
peaceableness		corruptibleness		permissibleness	
plausibleness		*responsibleness		persuasibleness	
availableness		serviceableness		supportableness	
breakableness		*unspeakableness		treasonableness	
equitableness		unutterableness		susceptibleness	
habitableness		warrantableness		unblameableness	
		unfavorableness			

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